

2017 - 2018 SOUTHEAST COLLEGE

# ANNUAL REPORT

## VISION, MISSION AND VALUES

### VISION

Leading the way, reaching people and communities through the power of learning.

### MISSION

To provide access to learning experiences and information that enable people and communities to meet the realities of today and create opportunities for tomorrow.

### VALUES

|             |   |
|-------------|---|
| Respectful  | SC and its employees behave in a respectful manner that is infused with esteem, fairness and equity when dealing with each other, stakeholders and the public.  |
| Integrity   | SC and its employees are consistent in being truthful and accurate in their actions, values, methods, measures, principles, expectations, and outcomes. They act in accordance to their values, beliefs and principles. |
| Accountable | SC and its employees are accountable individually and collectively for their decisions, policies, actions, programs (products) and their related outputs and outcomes.  |
| Positive    | We approach work with optimism and confidence to help create a successful outlook on life and work experiences.   |
| Service     | We serve others by focusing on the discovery and figuring out how to best meet them.  |

# TABLE OF CONTENTS

|   |    |
|---|----|
| VISION, MISSION AND VALUES .....                      | 2  |
| LETTER OF TRANSMITTAL .....                           | 4  |
| CHAIR AND BOARD OF GOVERNORS MESSAGE.....             | 5  |
| PRESIDENT AND CEO'S MESSAGE.....                      | 6  |
| MAJOR ACHIEVEMENTS .....                              | 8  |
| CALENDAR HIGHLIGHTS.....                              | 9  |
| STUDENT BODY BREAKDOWN.....                           | 10 |
| STRATEGIC PLAN.....                                   | 14 |
| HUMAN RESOURCES .....                                 | 20 |
| STAFF DIRECTORY.....                                  | 22 |
| STAFF DIRECTORY.....                                  | 23 |
| PROGRAMS & SERVICES.....                              | 26 |
| ENROLMENT & PERFORMANCE .....                         | 29 |
| EQUITY PARTICIPATION ENROLMENTS BY PROGRAM GROUP..... | 35 |
| STUDENT SUCCESS BY PROGRAM GROUP .....                | 36 |
| EQUITY PARTICIPATION COMPLETERS AND .....             | 37 |
| GRADUATES BY PROGRAM GROUP.....                       | 37 |
| SOUTHEAST COLLEGE EFFICIENCY MEASURES.....            | 38 |
| AUDITED FINANCIAL STATEMENTS.....                     | 39 |

## LETTER OF TRANSMITTAL

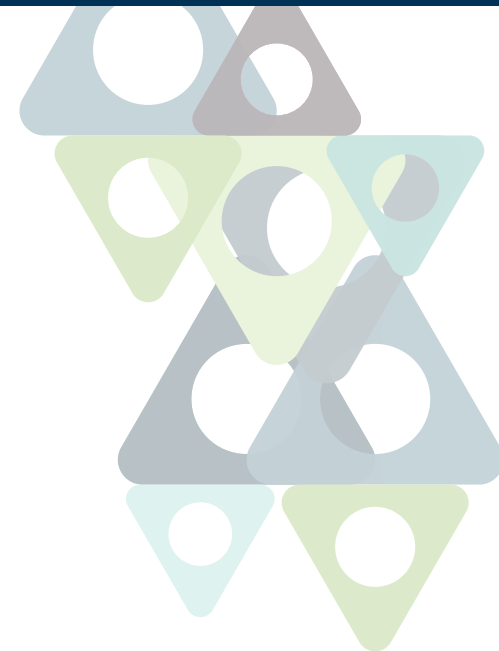
The Honourable Tina Beaudry-Mellor  
Minister of Advanced Education  
Room 307, Legislative Building  
2405 Legislative Drive  
Regina, SK S4S 0B3

Dear Minister Beaudry-Mellor,

On behalf of the Southeast College Board of Governors, I am pleased to present our Annual Report for the year ending June 30th, 2018, in accordance with Section 16 of the Regional Colleges Act and Section 14 of the Regional College Regulations.



Janice Giroux  
Chair, Board of Governors  
Southeast College



## CHAIR AND BOARD OF GOVERNORS MESSAGE

This was a year of dedicated work and transition for the Board of Southeast College, with a new five-year strategic plan for the College as our central focus. We began our consultations with students, staff and communities to help guide our focus and renew our goals for the next five years. Our new strategic plan (2018 - 2023) was presented to executive management in Spring 2018 and all staff in June 2018. The plan builds on the completed objectives of the previous plan, and has a renewed focus on innovation as the College continues to both anticipate and serve the needs of students now and into the future.

The Board said farewell to two members over the past year. It is with mixed feelings and much gratitude that we say farewell to our former Chair, Judi Jones, as her enthusiasm for the College was always contagious. Thanks also to Brenda Stevenson for her years of commitment and service to the College.

The Board is pleased to welcome both Jodie

Hetherington and William Kaysaywaysemat. New Board members bring fresh perspectives and expertise, and we look forward to working with you in the coming years. Jodie has a background in nursing as well as farming, and William has worked in Post-Secondary and Adult training for First Nations and is a current Councilor for the Kahkewistahaw First Nation.

It is with great pleasure and pride that the Board accepted news of Southeast College being selected as one of Saskatchewan's Top 100 Employers. This honour is due to the diligent and caring work performed each day by all of the College management and staff. Southeast College is a dynamic, responsive and innovative institution and it could not remain so without the dedication of the people who work to provide programs, support and education.

We look forward to continuing to support the communities we serve through innovative, student-focused programs as we continue to explore new learning opportunities.

### 2017- 2018 BOARD MEETINGS

| Date               | Location |
|--------------------|----------|
| September 13, 2017 | Weyburn  |
| October 4, 2017    | Weyburn  |
| November 1, 2017   | Estevan  |
| December 6, 2017   | Weyburn  |
| February 7, 2018   | Weyburn  |
| March 7, 2018      | Weyburn  |
| April 4, 2018      | Estevan  |
| May 2, 2018        | Weyburn  |
| June 6, 2018       | Weyburn  |



**Janice Giroux**  
Chair Weyburn



**Sonja Dahlman**  
Vice-Chair  
Assiniboia



**Ray Boutin**  
Carlyle



**Jim Vermeersch**  
Estevan



**Bernie Bjorndalen**  
Estevan



**Jodie Hetherington**  
Rural Moose Jaw  
Area



**William Kaysaywaysemat**  
Kahkewistahaw  
First Nation



## PRESIDENT AND CEO'S MESSAGE

This year saw the culmination of the College's five-year strategic planning cycle, while the Board and staff simultaneously worked on the vision for the next five years of the College through community consultations. These consultations are not only part of the planning process; they are a vital way for the College to hear feedback and to stay nimble and responsive to community and industry needs.

Southeast College is focused on innovation, in the way we engage our partners and support students, in the programs we identify and the way they are delivered, in our internal systems and processes, our recruitment and hiring, in our approach to identifying training opportunities and our continual efforts to be entrepreneurial in all we do. Our efforts to embrace innovation are evident in our commitment to online student recruitment. Today's students are connected and online, and it is important for the College to be able to reach these students with information when they are looking, regardless of the time of day or the day of the week. The automated student recruitment pilot project was launched in 2018 in order to increase college accessibility and provide another option for students to engage with the College. We look forward to expanding on the successes of this initiative and implementing it for all our programs.

The College's focus on students was also evident in the first year university classes delivered in Estevan, Weyburn, and Moosomin. These on-campus courses provide our students with accessible learning, small class sizes, and a big cost savings over needing to move to larger centres to take first year courses. We look forward to expanding this program in the 2018-19 year.

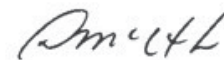
The Municipal Management Essentials program, developed in concert with the Saskatchewan Urban Municipalities Association (SUMA) and the Saskatchewan Association of Rural Municipalities (SARM), had a very successful first year, exceeding the goal of 500 registrations,

and fulfilling a training need across the province. We are pleased to continue offering the program going forward, and it is an excellent example of the responsive, innovative programming that the College provides.

For the past few years, the College has been focused on finding efficiencies in order to reduce expenses. While the College was very successful in these efforts, industry-supported enrolments have stabilized, and it is time now to move to a period of renewal and growth.

The College was named as a Top Employer of Saskatchewan near the start of 2018, which was a great honour shared by all of the dedicated employees across all of our locations. It is incredibly humbling to receive the recognition, but not surprising as Southeast College is filled with progressive and forward-thinking individuals that attract talent and make the College an excellent place to come to work.

I look forward to what the next five innovative years will bring.



**Dion McGrath, CEO**



**Southeast  
College is  
focused on  
innovation,  
in the way  
we engage  
our partners  
and support  
students,  
in the programs  
we identify**

**and the way  
they are  
delivered, in  
our internal  
systems and  
processes,  
in our  
recruitment  
and hiring,**

**in our approach  
to identifying  
training  
opportunities  
and our  
continual  
efforts to be  
entrepreneurial  
in all we do.**

2017-2018

## MAJOR ACHIEVEMENTS

- + Offered a Food Service Cook program in partnership with Cowessess First Nation. This is the first time offering this program.
- + Seven students in our Electrician programs held at our Estevan and Moosomin Campus locations achieved a “Graduated with Distinction” status.
- + Hairstylist Student wins Gold medal at Canada Saskatchewan Skills Competition.
- + Exceeded our goal of over 500 enrolments in the Municipal Management Essentials program; since inception of the program we have had 16 participants complete Level 1 training and 8 complete Level 2 spread across both the Administrative and Foreman streams of training.
- + Developed a new program – Southeast College for Kids. Will debut in Weyburn Summer 2018.
- + Offered the Heavy Equipment and Truck and Transport Technician program at the Estevan Campus for the first time.
- + The 20 week Welding program saw 3 female students, this was the first time for this many female students in a trade oriented program.



Weyburn Swing for Scholarships Canada 150 Theme



2017-2018

## CALENDAR HIGHLIGHTS

### + September 2017

Weyburn Swing for Scholarships raises over \$16,000 for student scholarships

### + December 2017

\$68,500 In Southeast College Entrance Awards distributed to post secondary students throughout the Southeast College region

### + Jan 2018

Named one of Saskatchewan's Top Employers for 2018

### + March 2018

Career Connection events were held in Estevan and Weyburn with approximately 59 Full-Time and ABE students attending. Events such as these are valued enhancements for our student body teaching them critical employment and interview skills.

### + June 2018

Wil-Tech Swing for Scholarships in Estevan raises \$12,000 in student scholarships



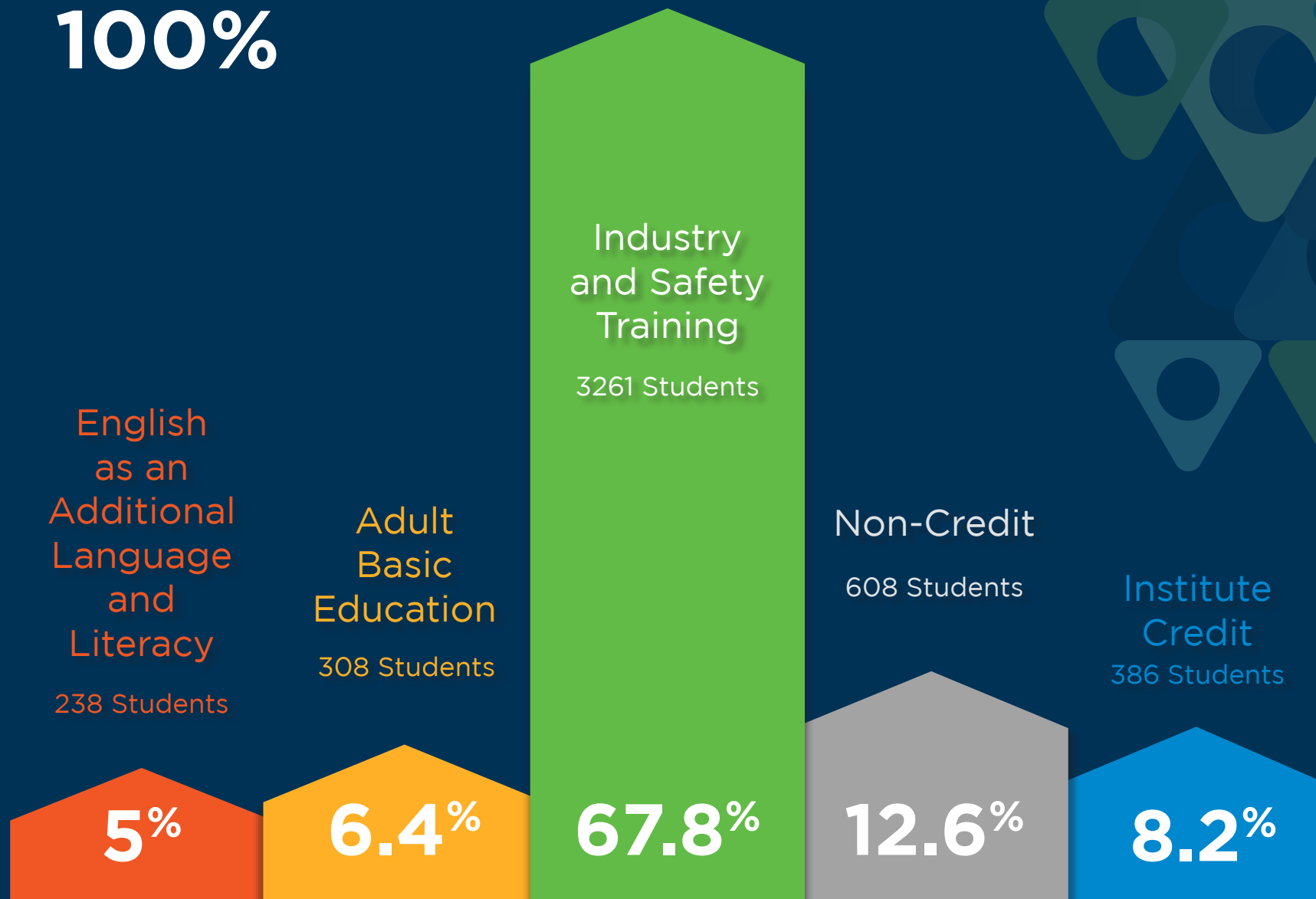
2nd Annual Christmas Food Bank Challenge



Southeast College staff at the Wil-Tech Swing for Scholarships tournament in Estevan

STUDENT BODY BREAKDOWN

4801 STUDENTS  
100%







2018 Adult Basic Education graduating class



Alyssa DeMarchi - Skills Canada Saskatchewan Competition Gold Medal Winner for Hairstylist

Passion  
turned into  
a positive  
learning  
experience



It took a little time, not that much mind you, but Alyssa DeMarchi has rediscovered a profession she is passionate about and the Southeast College has enabled her to follow that passionate path that is lined with one gold medal and a few scholastic awards.

When we contacted DeMarchi in early July, she was just a few hours and classes shy of graduating from the college's hairstyling course at the Weyburn campus.

"Oh, I needed to grab some independence just out of high school," said the Weyburn Comprehensive School graduate. "So I took different jobs, some that even led me to Edmonton for a short while. I was an emergency medical responder in the oil patch for awhile, then I had a temporary position with SaskPower, and was a medical clinic receptionist and always had a second job as a server in the evenings at a restaurant," she said. That journey absorbed seven years, but provided the young woman with a sense of responsibility, if not a clear direction.

"Then I had a child in October of 2016 and when it came to the end of my maternity leave my husband and I discussed options. If I was going to do day care, then I knew I had to do something I really enjoyed, so I asked myself 'what is your passion?' and, here I am," she said with a light laugh.

DeMarchi had taken all the cosmetology classes that WCS had offered and had loved them, so the answer to her question became obvious rather quickly.

"It wasn't an easy route. I knew that. Paying for more schooling and day care, but with support from my husband, we have made it work," she said.

That passion soon turned into success

when DeMarchi entered the Skills Canada Saskatchewan Competition in Regina earlier this year, returning home and to the college campus sporting a gold medal for her expertise. That medal earned her a spot on the provincial team at the national finals in Edmonton.

"I was very happy with my outcome. There were four categories and it was definitely tough, especially for a first timer like me, but the other participants made it a great experience and we had the opportunity to exchange all kinds of ideas."

Within the hairstyling world there continues to be options and DeMarchi opened those up as well.

"I thought colouring was going to be my favourite and then cutting, styling. I have now put makeup into my resume," she said. "I want to do the whole look for my clients."

The Southeast College experience has opened up challenges like those for her and she has grabbed them and dealt successfully with all of them.

"The college definitely gives you a wide spectrum. I was surprised at how much I have enjoyed my classes here," DeMarchi added, noting how her instructors Kate Mahoney and Kendra Johnson have enhanced her post secondary educational experience at the college.

We asked her if there had been any surprises during the course of her studies?

"I think the big surprise for most of us was the bookwork and the theory in the early part. It was harder, but worth it. You have to know your chemistry, biology, physics, math ... so I dealt with all of that and it kind of took me back to my high school days."

She also reported that occupational health and safety sessions were an integral part of the learning process in the early stages.

"I have been super happy with the college experience right from registration on down the line to the books and the courses. If I ever got in a bind, I knew all I had to do was call the office and I always got clear information from them."

Registering was made easy by the college as was the application for scholarships and bursaries, some of which, she managed to win. "The college blends it into a simple process for the awards so that means you don't miss an opportunity to apply for one. That sure helps too."

DeMarchi was busy with clients coming into the college-operated salon, again, an experience she has enjoyed since it gives her the opportunity to work with different styles and variety of cuts while putting in the required hours.

But it is paying off. All that bookwork/theory from September to January and practical applications moving forward, have led to a solid offer of employment that has added to her excitement of moving into the profession that had captured her passion years ago. That is now coming to fruition. She couldn't release the name of the salon she is going to, since they were going to be making their own announcement when the time was right.

We were left with the impression that Alyssa DeMarchi was definitely loving her Southeast College experience and was going to be leaving it soon, with a little tinge of sadness since she was leaving an environment that has allowed her to thrive and explore. But, with a new horizon to cover, it was turning into a positive additional chapter to her life story.



Training session held at a SUMA Convention

## STRATEGIC PLAN

### Excellence

|  | Base-Line | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Outcome Measure</b>   |           |           |           |           |           |           |
| Employee Satisfaction (%) 1  | 71%       | NA        | 80%       | NA        | 81%       | NA        |
| <b>Client Satisfaction:</b>  |           |           |           |           |           |           |
| Course Satisfaction  | 98%       | NA        | 98%       | 98%       | 98%       | 98%       |
| <b>Output Measure</b>  |           |           |           |           |           |           |
| Corporate Training budget: overall budget (%)                      | 1.60%     | 2.90%     | 1.70%     | 1.50%     | 0.55%     | 0.77%     |
| <b>Input Measure</b>   |           |           |           |           |           |           |
| Best practice identification and benchmarking of Southeast College |           | ✓         | ✓         | ✓         | ✓         | ✓         |
| Organizational design review (based on strategic plan)             |           | ✓         | ✓         | ✓         | ✓         | ✓         |
| Communications strategy  |           | ✓         | ✓         | ✓         | ✓         | ✓         |
| Customer service strategy  |           | ✓         | ✓         | ✓         | ✓         | ✓         |
| Employee engagement strategy                                       |           | ✓         | ✓         | ✓         | ✓         | ✓         |
| Fundraising strategy   |           | ✓         | ✓         | ✓         | ✓         | ✓         |

1. Employee survey completed every other year; results tabulated by Greg Argue, Strategy by Design based on individual responses to question 4, 7-13.

## Responsive and Flexible

|   | Base-Line <sup>1</sup> | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018          |
|---|------------------------|-----------|-----------|-----------|-----------|--------------------|
| <b>Outcome Measure</b>  |                        |           |           |           |           |                    |
| Customer experience survey:   |                        |           |           |           |           |                    |
| Learned job related new methods and skills <sup>3</sup>                         | 86%                    | NA        | 86%       | 84%       | 89%       | 85%                |
| <b>Output Measure</b>   |                        |           |           |           |           |                    |
| Reliability - Programs offered: Programs delivered (ratio)                      | 1.25 : 1               | 1.19 : 1  | 1.2 : 1   | 1.21:1    | 1.52 : 1  | 1.26 : 1           |
| First Nations and Metis partnerships (#)  | 8                      | 9         | 9         | 9         | 11        | 11                 |
| <b>Aboriginal Enrolment : total students (%) <sup>2</sup></b>                   |                        |           |           |           |           |                    |
| Institute Credit (full time programs)   | 17.5%                  | 18.1%     | 11.9%     | 25.0%     | 14.5%     | 15.4%              |
| Industry Credit   | 7.0%                   | 5.7%      | 3.6%      | 5.2%      | 4.2%      | 4.0%               |
| ABE Credit  | 69.0%                  | 65.4%     | 68.2%     | 57.2%     | 76.0%     | 70.3%              |
| ABE Non Credit  | 17.8%                  | 5.6%      | 4.9%      | 6.2%      | 2.5%      | 2.5%               |
| Skills Training Non Credit  | 0.0%                   | 4.2%      | 4.4%      | 8.3%      | 8.6%      | 23.1%              |
| <b>Aboriginal Graduation Rate (based on total enrolments) <sup>2</sup></b>      |                        |           |           |           |           |                    |
| Institute Credit (full time programs)   | 19.3%                  | 25.2%     | 16.2%     | 18.1%     | 11.3%     | 13.0%              |
| Industry Credit   | 6.9%                   | 5.4%      | 3.4%      | 5.1%      | 4.2%      | 2.8%               |
| ABE Credit  | 62.1%                  | 63.4%     | 67.1%     | 67.4%     | 71.1%     | 61.7%              |
| <b>Aboriginal Graduation Rate (based on Aboriginal enrolments) <sup>2</sup></b> |                        |           |           |           |           |                    |
| Institute Credit (full time programs)   | 40.0%                  | 66.2%     | 37.5%     | 72.2%     | 38.1%     | 58.8%              |
| Industry Credit   | 95.2%                  | 90.1%     | 90.5%     | 92.3%     | 100.0%    | 64.7% <sup>4</sup> |
| ABE Credit  | 30.4%                  | 28.7%     | 25.9%     | 39.5%     | 27.4%     | 29.2%              |

1. Baseline is 2012-13

2. Values for baseline and 2013-14 were updated to use the provincial Regional College's formula

3. Baseline is 2014-15

4. This rate is calculated only on FT and PT enrolments where most of the enrolments are casual. This year 11 out of 17 aboriginal students graduated - six FT/PT students did not pass their courses.

2017-2018 saw  
a 35% increase  
in the Full  
Time Program  
Aboriginal  
graduation rate

98% of students  
are satisfied  
with their course  
and would  
recommend  
Southeast  
College to others

## Competitive Services Providing Superior Value

|  | Base-Line | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Outcome Measure</b>   |           |           |           |           |           |           |
| <b>Student Satisfaction Survey</b>   |           |           |           |           |           |           |
| Would recommend course to others <sup>3</sup>                              | 97%       | NA        | 97%       | 98%       | 97.8%     | 98.1%     |
| <b>Graduate Employment Rate <sup>1</sup></b>                               |           |           |           |           |           |           |
| Institute Credit (Full Time Programs)                                      | 76.6%     | 64.0%     | 83.0%     | 76.1%     | 57.4%     | 75.5%     |
| ABE Credit   | 46.2%     | 37.5%     | 50.0%     | 57.0%     | 67.7%     | 51.7%     |
| <b>Program Graduation Rate <sup>1</sup></b>                                |           |           |           |           |           |           |
| Institute Credit (Full Time Programs)                                      | 74.1%     | 82.6%     | 78.4%     | 82.6%     | 89.0%     | 80.1%     |
| ABE Credit <sup>2</sup>  | 33.8%     | 29.6%     | 26.4%     | 33.6%     | 29.2%     | 33.2%     |
| Industry Credit  | 96.9%     | 96.5%     | 97.5%     | 94.9%     | 98.4%     | 92.9%     |
| <b>Output Measure</b>  |           |           |           |           |           |           |
| \$/student FLE <sup>4</sup>  | \$4,967   | \$5,577   | \$5,873   | \$5,925   | \$6,220   | \$6,554   |
| % Aboriginal enrolment : % Regional Aboriginal population                  | 7.5 : 7   | 7.4 : 7   | 7.0 : 7   | 9.0 : 7   | 9.4 : 7   | 15.4 : 7  |
| <b>Aboriginal Graduation Rate (based on total enrolments) <sup>1</sup></b> |           |           |           |           |           |           |
| Institute Credit (Full Time Programs)                                      | 10.7%     | 27.7%     | 9.5%      | 18.1%     | 10.4%     | 6.1%      |
| Industry Credit  | 6.9%      | 5.4%      | 3.4%      | 5.1%      | 4.2%      | 2.8%      |
| ABE Credit   | 62.1%     | 63.4%     | 67.1%     | 67.4%     | 71.1%     | 61.7%     |
| <b>Input Measure</b>   |           |           |           |           |           |           |
| Marketing strategy   | NA        |           | ✓         | ✓         | ✓         | ✓         |
| Customer service strategy  | NA        |           |           | ✓         | ✓         | ✓         |

1. Provincial Performance Measure formula used

2. Many students in ABE take longer than one year to complete their program resulting in the lower graduation rate

3. Baseline: 2014-15

4. Restated as operating grant \$/FLE



## Sustainability

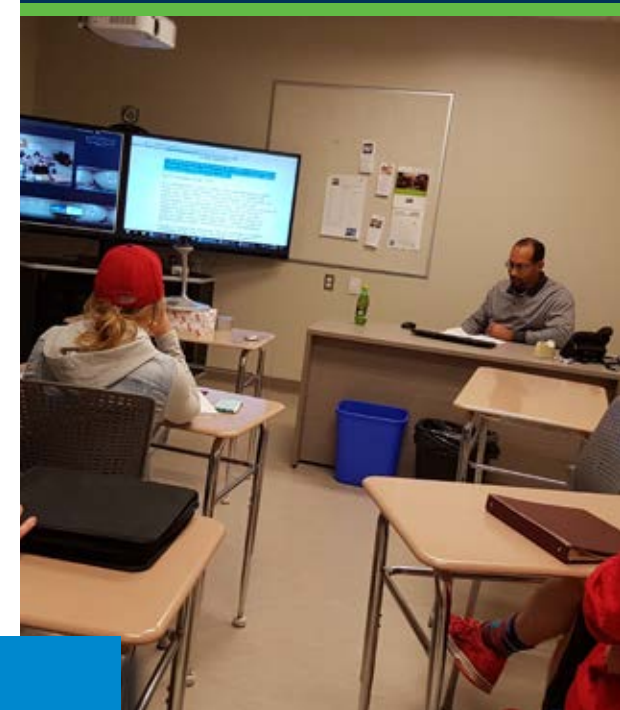
|  | Base-Line  | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018    |
|--|------------|-----------|-----------|-----------|-----------|--------------|
| <b>Outcome Measure</b>                                     |            |           |           |           |           |              |
| \$/FLE/SC : \$/FLE/average provincial (ratio) <sup>1</sup> | 1 : 1.20   | 1 : 1.07  | 1 : 1.06  | 1 : 1.06  | 1 : 1.04  | <sup>2</sup> |
| \$/student/SC : \$/student provincial <sup>1</sup>         | 1 : 3.59   | 1 : 2.4   | 1 : 2.92  | 1 : 2.33  | 1 : 2.59  | <sup>2</sup> |
| % non-government revenue of total revenue <sup>3</sup>     | 36.3%      | 34.3%     | 30.8%     | 31.4%     | 28.6%     | 26.9%        |
| Variance budget : actual (ratio)                           | (1.64) : 1 | 3.07 : 1  | .07 : 1   | 2.42 : 1  | (4.91):1  | (.19):1      |
| <b>Output Measure</b>                                      |            |           |           |           |           |              |
| Maintenance\$ : capital (\$k)                              | 7.63 : 1   | 8.05 : 1  | 5.93 : 1  | 3.68 : 1  | 2.59:1    | 2.65:1       |
| Maintenance \$/sq'   | \$1.36     | \$1.79    | \$1.45    | \$2.08    | \$1.88    | \$1.62       |
| Admin expenses : total expenses                            | 10.6%      | 10.9%     | 10.2%     | 11.3%     | 10.5%     | 12.2%        |
| Employee Absence days/year (average #) <sup>4</sup>        | 6          | 7         | 7         | 6         | 7.58      | 5.99         |
| <b>Input Measure</b>                                       |            |           |           |           |           |              |
| Mentorship program strategy for new faculty                | NA         |           |           | ✓         | ✓         | ✓            |
| LEAN process training and review                           | NA         | ✓         | ✓         |           |           |              |
| \$/Sq'/FLE   | \$0.07     | \$0.06    | \$0.07    | \$0.07    | \$0.06    | \$0.06       |
| HR strategy  | NA         | ✓         | ✓         | ✓         | ✓         | ✓            |
| Program review strategy (based on strategic plan)          | NA         | ✓         | ✓         | ✓         | ✓         | ✓            |
| Organizational design review (based on strategic plan)     | NA         | ✓         | ✓         | ✓         | ✓         | ✓            |

1. Restated to use operating grant \$/FLE

2. Provincial data not available at time of publication

3. Restated to include operating revenues only

4. Increase due to long term sick leaves utilized by 7 employees



First year University of Regina students in class in Weyburn and using Skype to reach two additional classes in Estevan and Moosomin

98.5 % of students are satisfied with their overall experience at Southeast College

## Accountability

|   | Base-Line <sup>1</sup> | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|---|------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Outcome Measure</b>  |                        |           |           |           |           |           |
| Semi-annual performance reports   | NA                     |           |           | ✓         | ✓         | ✓         |
| <b>Student Satisfaction survey</b>  |                        |           |           |           |           |           |
| Instructor demonstrated good knowledge of subject area                      | 99.4%                  | NA        | 99.9%     | 98.9%     | 99.6%     | 99.3%     |
| Instructor demonstrated effective explanations of course ideas and concepts | 99.5%                  | NA        | 99.7%     | 99.2%     | 99.8%     | 99.3%     |
| Staff was courteous, helpful and professional                               | 96.9%                  | NA        | 96.2%     | 97.5%     | 98.6%     | 98.2%     |
| Accurate and complete promotional materials                                 | 96.8%                  | NA        | 96.0%     | 97.5%     | 99.3%     | 99.6%     |
| Equipment used was in good working order                                    | 96.5%                  | NA        | 96.1%     | 96.8%     | 96.2%     | 96.6%     |
| Physical environment was conducive to a training environment                | 97.3%                  | NA        | 97.5%     | 97.0%     | 97.5%     | 98.0%     |
| ABE wait-list (average wait/student)  | Nil                    | Nil       | Nil       | 5         | Nil       | Nil       |
| <b>Output Measure</b>   |                        |           |           |           |           |           |
| Instructor assessments by students  | TBD                    |           |           | ✓         | ✓         | ✓         |
| <b>Input Measure</b>  |                        |           |           |           |           |           |
| Board governance gap analysis   | NA                     |           | ✓         | ✓         | ✓         | ✓         |
| Board governance training   | NA                     |           | ✓         | ✓         | ✓         | ✓         |
| Policy review strategy  | NA                     |           | ✓         | ✓         | ✓         | ✓         |



Southeast College's Heavy Equipment and Truck and Transport Technician (HETT) program has been a college staple for the past few years. In 2017-18 the program moved to its new home at the Estevan Campus to take advantage of larger shop spaces and connected classrooms allowing for a different and more hands on learning opportunity for students.

The HETT program and its students have benefitted from the generosity of a number of local businesses. Southern Industrial and

Truck from Weyburn and Wil-Tech Industries from Estevan have donated various parts and materials for the program to allow the best learning scenarios for our students.

Our Fueling the Future partnership with Enbridge has provided students in HETT and a number of other programs throughout the Southeast College region with valuable scholarships. In fact, over the past 3 years Enbridge has awarded \$30,000 in Fueling the Future Scholarships to 30 students. The Fueling the Future scholarship program

invites industry to take an active role in our classrooms and support programs that have a positive impact on their potential work force.

Valued partners such as Enbridge, Southern Industrial and Wil-Tech have also been instrumental in providing work placements for Southeast College students. Work placements allow students to put their knowledge and skills to work in a practical setting and can lead to permanent placements within the industry.

HUMAN RESOURCES

Southeast College was pleased to be named to Saskatchewan's Top Employer list for the 2018 year. This special designation recognizes Saskatchewan employers that lead their respective industries as exceptional places to work.



Employers are evaluated using a variety of criteria and are compared to other organizations in their field to determine who offers the most progressive and forward thinking employee programs.

Southeast College's comprehensive health and family benefits, as well as its commitment to lifelong learning and health and wellness are only a few reasons why employees believe that Southeast College is a great place to work.

The College embarked on a health and wellness campaign to promote workplace movement. Through a series of stretching sessions specifically designed for individuals who spend the majority of their day at their desk, sessions were broadcast via Sync technology to all team members across the region. Increased range of motion, energy and the reduction of repetitive stress injuries are among the benefits of these classes.

Continued engagement with employees and mental health service providers was promoted throughout the College region, via the Employee and Family Assistance Program (EFAP). The College hosted a Mental Health First Aid program where 6 staff members became certified to provide Mental Health First Aid services in the workplace. Staff training included representatives that directly support both students and staff.

Southeast College proudly recognized 130 years cumulative service during this reporting period. The individuals recognized were:

|                         |   |
|-------------------------|---|
| Faye Billington .....   | 5 |
| Nora Crowe .....        | 5 |
| Pam Franko .....        | 5 |
| Pam Gunnlaugson.....    | 5 |
| John McMillan.....      | 5 |
| Laura Lee Petersen..... | 5 |
| Tom Woodhouse .....     | 5 |



|                      |    |
|----------------------|----|
| Jenn Hawton.....     | 10 |
| Sheena Onrait.....   | 10 |
| Belinda Kopp .....   | 10 |
| Penny Shauf .....    | 10 |
| Don Vatamaniuck..... | 10 |
| Margaret Fuchs ..... | 20 |
| Lorraine Musk .....  | 25 |

On June 25, 2018 the College hosted a one-day event to collaborate on the strategic priorities of Southeast College. The day was facilitated by Laura Soparlo of Soparlo Consulting. The day was well attended and as well as collaborating together, it provided staff who may very rarely connect personally with their peers an opportunity to network and share inspiration about the communities the College serves.

Southeast College ended the year with 8.0 FTE Out of Scope and 67.29 FTE In-scope team members.



Southeast College Student Advisors attend one of many career fairs throughout the year

| NAME              | POSITION  |
|-------------------|---|
| Christin Andrews  | Executive Coordinator   |
| Jacquie Becker    | Business & Program Development Consultant   |
| Faye Billington   | Program Coordinator from April 2018   |
| Sera Bocian       | Division Assistant, Training & Education  |
| Liz Bohnert       | Division Assistant, Strategic Development   |
| Ann Brown         | Admin Support   |
| Katie Burham      | EAL & Literacy Coordinator  |
| Yashpal Chhastiya | I.T. Support Coordinator  |
| Bonnie Dempsey    | V.P. Corporate Services   |
| Jennifer Donald   | Admin Support   |
| Pam Franko        | Building Services Worker  |
| Margaret Fuchs    | Student Advisor   |
| Dave Harazny      | Manager, College Advancement  |
| Klint Harder      | I.T. Manager  |
| Jennifer Hawton   | Division Assistant, Human Resources   |
| Larry Heggs       | Business & Program Development Consultant from May 2018 (Faye Billington to April 2018) |
| Cindy Herberholz  | Campus Manager  |
| Jody Holzmiller   | V.P. Training   |
| Sherlyn Hunter    | Admin Support   |
| Sharon Ivan       | Registrar   |
| Chris Kambeitz    | Facilities Assistant  |
| Peter Kaufmann    | Building Services Worker  |
| Roberta Knoll     | Accounts Payable Clerk  |

| NAME               | POSITION   |
|--------------------|--|
| Belinda Kopp       | Accounts Receivable Clerk  |
| Brie Lanoie        | Student Advisor from August 2017                                   |
| Louise Legare      | V.P. Education (Kelly Hilkeiwich leave coverage from January 2018) |
| Jennifer Logel     | Division Assistant, Corporate Services                             |
| Melanie Mantei     | Campus Manager   |
| Dion McGrath       | President & CEO  |
| Brent Monroe       | Facilities Manager   |
| Carolyn Murphy     | Division Assistant, EAL  |
| Heather Murray     | Education Coordinator  |
| Lorraine Musk      | Payroll Clerk  |
| Sheena Onrait      | Manager, Marketing and Communication                               |
| Tracy Page         | Campus Manager   |
| Laura Lee Petersen | V.P. Human Resources   |
| Wendy Pitre        | Admin Support (Penny Shauf to January 2018)                        |
| Jeff Richards      | V.P. Strategic Development   |
| Amanda Ruley       | Registration Clerk   |
| Nola Sehn          | Admin Support from June 2018 (Margo Hammett to June 2018)          |
| Gloria Stevenson   | Program Coordinator  |
| Debbie Turgeon     | Manager, Strategy and Reporting                                    |
| Madelyne Tweed     | Admin Support from June 2018 (Debbie Millions to June 2018)        |
| Joedy Wallin       | Finance Manager  |
| Donna Windecker    | Registration Clerk   |
| Tom Woodhouse      | Building Services Worker   |

| NAME            | POSITION                                       |
|-----------------|--|
| Eileen Zarowny  | Student Advisor                                |
| Karen Agecoutay | Early Childhood Education Instructor           |
| Kim Blanchard   | Adult Basic Education Instructor               |
| Myron Bob       | Education Assistant Kahkewistahaw              |
| Rebecca Bowerin | English as an Additional Language Instructor   |
| Crystal Brady   | Adult Basic Education Instructor               |
| Vanessa Butler  | Continuing Care Assistant Instructor           |
| Duane Chipley   | Power Engineering Instructor                   |
| Sarah Clauson   | English as an Additional Language Instructor   |
| Richard Cope    | Adult Basic Education Instructor               |
| Nora Crowe      | Adult Basic Education Instructor               |
| Carol Delorme   | Adult Basic Education Instructor               |
| Lyndsay DeWit   | Practical Nursing Instructor                   |
| Margaret Duncan | Part-time Early Childhood Education Instructor |
| Kelly Fremont   | Adult Basic Education Instructor               |
| Don Glasser     | Electrical Instructor                          |
| Sharon Graff    | English as an Additional Language Instructor   |
| Pam Gunnlaugson | Office Administration Instructor               |
| Greg Hoffart    | Heavy Equipment Truck and Transport Instructor |
| Art Howell      | English as an Additional Language Instructor   |
| Brian Johnson   | Electrical Instructor                          |
| Kendra Johnson  | Hairstylist Instructor                         |

| NAME                 | POSITION                                     |
|----------------------|--|
| Teighan Kossatz      | Adult Basic Education Instructor             |
| Cheryl Leyenhorst    | Practical Nursing Instructor                 |
| Victoria Luu         | English as an Additional Language Instructor |
| Kate Mahoney         | Hairstylist Instructor                       |
| Lindsay Manko-Bauche | Adult Basic Education Instructor             |
| John McMillan        | Adult Basic Education Instructor             |
| Rhonda McNeil        | English as an Additional Language Instructor |
| Randy Morrison       | Adult Basic Education Instructor             |
| Gerald Neudorf       | Industrial Mechanic/Welding Instructor       |
| Karen Paterson       | English as an Additional Language Instructor |
| William Pawluk       | Heavy Equipment Operator Instructor          |
| Bethan Penfold Baer  | English as an Additional Language Instructor |
| Dalyce Peterson      | English as an Additional Language Instructor |
| Ron Powell           | Power Engineering Instructor                 |
| Meagan Roy-Wilson    | Hairstylist Instructor                       |
| Chris Senger         | Adult Basic Education Instructor             |
| Karen Stilwell       | Food Services Cook Instructor                |
| Wade St. Onge        | Adult Basic Education Instructor             |
| Lyn Taylor           | Continuing Care Assistant Instructor         |
| Margaret Timmons     | Practical Nursing Instructor                 |
| Don Vatamaniuck      | Power Engineering Instructor                 |
| Darcy Wright         | Electrical Instructor                        |



Traci Cantin accepting her TEAM  
Bursary from Dave Harazny

Meeting  
challenges  
made easier  
thanks to  
college  
experience



She has met more than her fair share of challenges in life, but Traci Cantin is locked and loaded, as the saying goes, to take on the next chapter.

Cantin credits the Southeast College for providing some solutions to challenges such as hers, thanks to their scholarships, bursaries and program deliveries.

The college's credit courses were what Cantin needed and sought out as a mature student, allowing her to get back into a certified profession.

The 53-year-old mother of three set her sights on a goal that was made even more difficult once she learned that previous certifications and licenses had been terminated due to an extended stay in the United States earlier on.

She left a 32-year career as a Level II certified dental assistant in Saskatchewan when her husband accepted a position in the U.S. in 2005.

"When we returned in 2012 and ended up on the Quebec side of Canada, I had lost my professional status," she said.

By the next year, with a divorce pending, Cantin brought her children back to Saskatchewan and she reports that they faced certain challenges themselves. She notes that her oldest, a 23-year-old son, completed a heavy duty mechanic's course and is fully employed even though he has been a paraplegic since the age of 17. Her daughter has just completed Grade 12 and is off to the University of Ottawa while the middle child, a son, is living in Estevan, with limited earning capabilities, which creates even more concerns. But Cantin was determined to answer the bell. No knockout punches to be

administered, even though divorce details are still to be worked out.

"Then my car caught fire around Midale and first responders there put it out. Now, with limited funds, I ended up back in my parental home in Regina," she said.

But still, there was no knockout. In fact, she has shown a remarkable sense of resiliency and the ability to counter punch when necessary.

Learning that her former high school marks were a non-starter, Cantin enrolled in the adult basic education course at the Southeast College and re-established her Grade 12 certificate status in rapid time.

"I wanted to enter their nursing program (two-year practical nursing) so I had to have those new grades. Then I was accepted into the PN course and in the meantime I was holding down a nursing aide position at Tatagwa View in Weyburn," she said, referring to the extended care nursing home in that city.

She also had accepted a position as an uncertified dental assistant with Dr. Konotpetz at the Smiles on Souris Dental Clinic in that city and pushed the employment envelope even harder by working part time as a cashier at the local Dairy Queen fast food outlet.

With a two year leave of absence from Tatagwa View, Cantin said the financial barriers were lessened substantially thanks to the college's scholarship programs. She captured the college's valuable TEAM scholarship during the two-year process.

She is casually employed now at the Lutheran Home and their Eden Care program and is taking a foot care class that is a summer study program deployed out of Moose Jaw that focuses on home care. She expects to

successfully conclude the advance foot care program this fall by passing the practicum and certification exams in September.

There is also the extended wound care course at the University of Saskatchewan in Saskatoon that will accept her in October.

That means Cantin will be well prepared to take on some new nursing and medical challenges very soon, knowing that much of that has already been accomplished thanks to her successful completion of the PN program at Southeast College.

"Right now I am earning income from casual employment, no guaranteed income, but everything is turning out well. The front line work I can do. As a mature student, I didn't have to worry about getting distracted by Friday night parties or anything like that. The college work got my full attention," she added.

"I had been in the work force for many years, so I know about dealing with various personalities and heading back into the classroom after all that, was a good experience. Going back for more education is always a good choice."

Cantin concluded by advising other potential mature students to simply "go for it. Being a mature student and worrying about acceptance and such? Well, just let that go. Don't let those doubts stop you."

As far as Traci Cantin is concerned, taking on the college experience as a mature student was one huge positive step for a woman who wants to continue to make her mark in the health care field.

## PROGRAMS & SERVICES

98.1% of students would recommend their course to other potential students.

98%

For the 4th consecutive year, 98% of students were satisfied with the training that they received at Southeast College

98%

99.3% of students agreed that their instructor demonstrated good knowledge of their program area

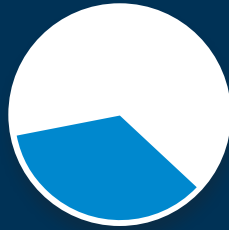
99%

## STUDENT SATISFACTION



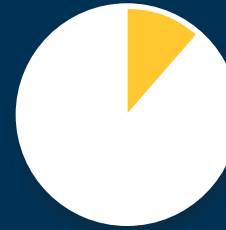
Aboriginal students are enrolled in Adult Basic Education programming

**71.38%**



Increase in full time program Aboriginal graduation rate in 17/18

**35%**



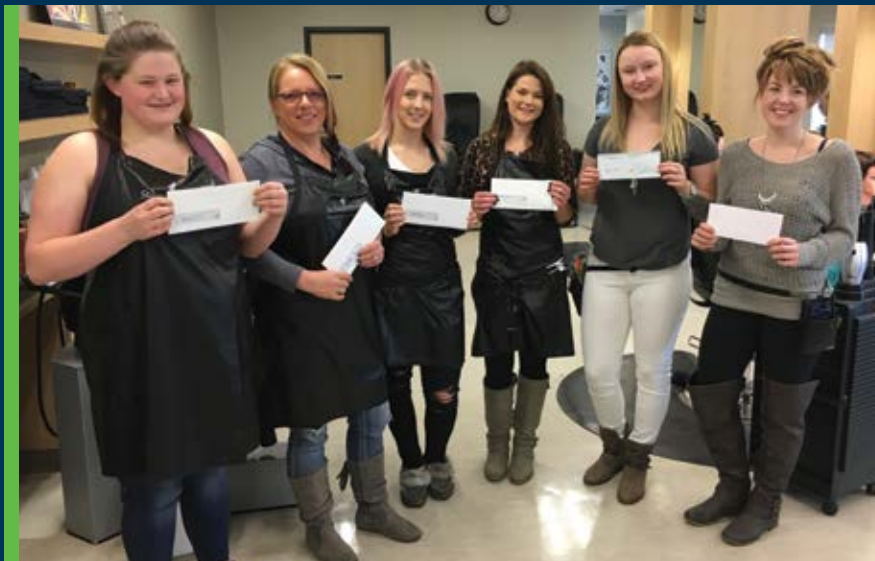
Increase in Full time post secondary student enrolments in 17/18

**3.6%**



Increase in full time program employment rate over previous year

**24%**



Scholarship recipients from across the entire Southeast College region

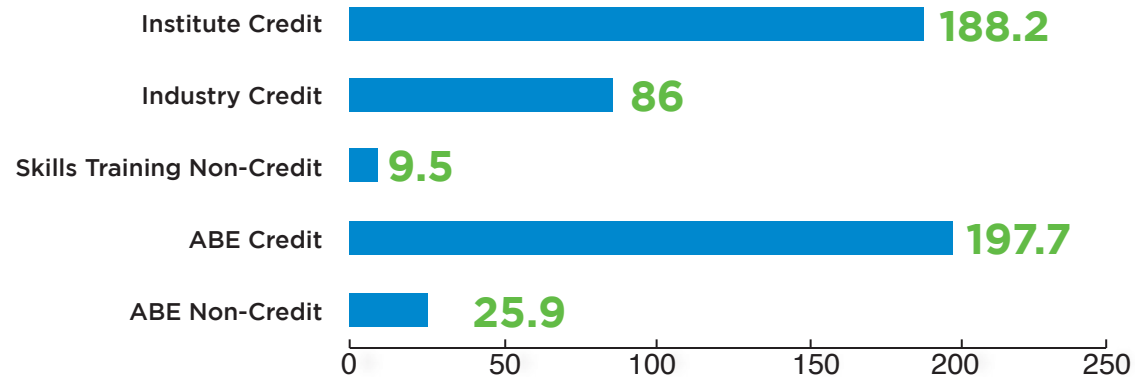
## ENROLMENT & PERFORMANCE

### COMPREHENSIVE ENROLMENT BY PROGRAM GROUP

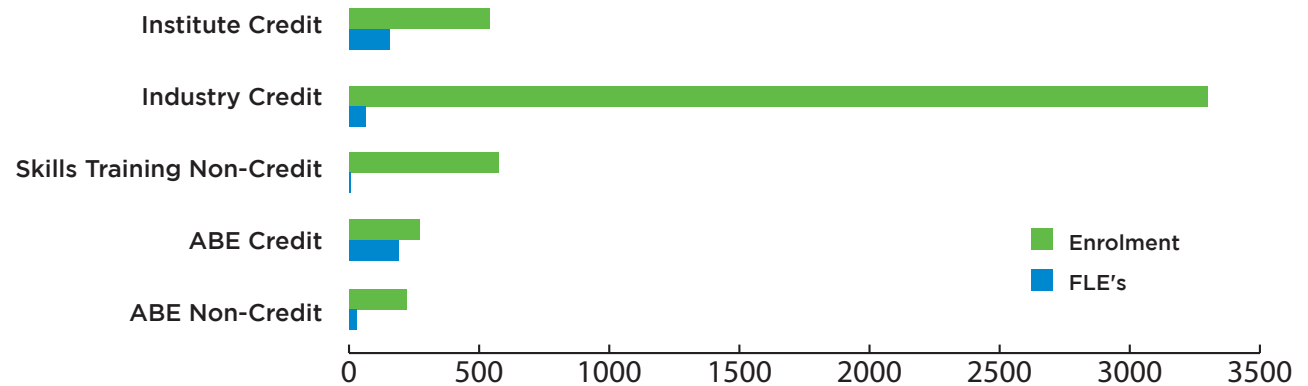
| Program Groups                      | 2016-2017<br>Student Enrolment |      |      |             |       | 2017-2018<br>Student Enrolment |      |       |             |       |
|-------------------------------------|--------------------------------|------|------|-------------|-------|--------------------------------|------|-------|-------------|-------|
|                                     | FT                             | PT   | Cas  | Total Enrol | FLE's | FT                             | PT   | Cas   | Total Enrol | FLE's |
| <b>Institute Credit</b>             |                                |      |      |             |       |                                |      |       |             |       |
| Sask Polytechnic                    | 127                            | 142  | 17   | 286         | 200.0 | 133                            | 131  | 11    | 275         | 175.4 |
| Other                               | -                              | 9    | 79   | 88          | 2.1   | -                              | 43   | 202   | 245         | 8.9   |
| Apprenticeship and Trade            | 12                             | -    | -    | 12          | 4.3   | 11                             | -    | -     | 11          | 3.9   |
| <b>Total Institute Credit</b>       | 139                            | 151  | 96   | 386         | 206.4 | 144                            | 174  | 213   | 531         | 188.2 |
| <b>Industry Credit</b>              |                                |      |      |             |       |                                |      |       |             |       |
| <b>Total Industry Credit</b>        | -                              | 672  | 2590 | 3262        | 101.4 | 7                              | 416  | 2,880 | 3,303       | 86.0  |
| <b>Non-Credit</b>                   |                                |      |      |             |       |                                |      |       |             |       |
| <b>Total Non-Credit</b>             | -                              | 58   | 550  | 608         | 11.0  | -                              | 52   | 541   | 593         | 9.5   |
| <b>Total Skills Training</b>        | 139                            | 881  | 3236 | 4256        | 318.8 | 151                            | 642  | 3634  | 4427        | 283.7 |
| <b>Adult Basic Education Credit</b> |                                |      |      |             |       |                                |      |       |             |       |
| Adult 12                            | 173                            | 68   | -    | 241         | 161.1 | 167                            | 86   | -     | 253         | 183.3 |
| Adult 10                            | 59                             | 8    | -    | 67          | 45.8  | 3                              | 27   | -     | 30          | 14.4  |
| <b>Total ABE Credit</b>             | 232                            | 76   | -    | 308         | 206.9 | 170                            | 113  | -     | 283         | 197.7 |
| <b>Adult Basic Ed Non-Credit</b>    |                                |      |      |             |       |                                |      |       |             |       |
| Employability /Life Skills Training | -                              | -    | -    | -           | -     | -                              | -    | -     | -           | -     |
| English Language Training           | -                              | 225  | -    | 225         | 30    | 4                              | 227  | -     | 231         | 25.6  |
| GED Preparation                     | -                              | 13   | -    | 13          | 1     | -                              | 7    | -     | 7           | 0.3   |
| <b>Total ABE Non-Credit</b>         | 0                              | 238  | -    | 238         | 30.3  | 4                              | 234  | -     | 238         | 25.9  |
| <b>Total Adult Basic Education</b>  | 232                            | 314  | -    | 546         | 237.2 | 174                            | 347  | -     | 521         | 223.6 |
| <b>University</b>                   |                                |      |      |             |       | 3                              | 13   | -     | 16          | 4.7   |
| <b>Total Enrolment</b>              | 371                            | 1195 | 3236 | 4802        | 556.0 | 328                            | 1002 | 3634  | 4964        | 512.0 |



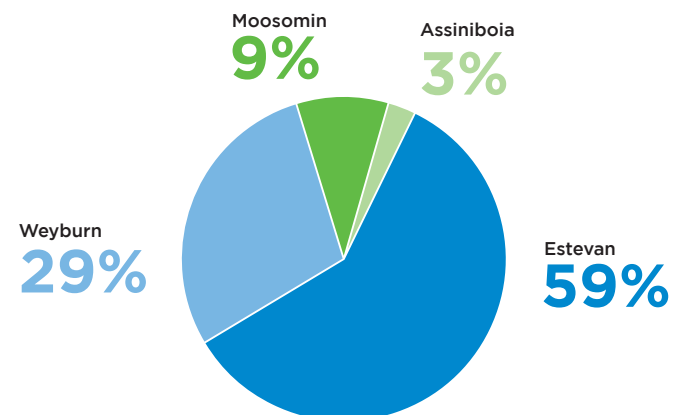
## Total Full Load Equivalents (FLE's) by Program Type 2017-18



## Enrolment and FLE's



## Percentage of Total Enrolments by Campus 2017-18



## ENROLMENT & PERFORMANCE

### COMPREHENSIVE ENROLMENT BY PROGRAM GROUP - WEYBURN

|                             |                                     | 2016-2017<br>Student Enrolment |     |       |             |       | 2017-2018<br>Student Enrolment |     |       |             |       |
|-----------------------------|-------------------------------------|--------------------------------|-----|-------|-------------|-------|--------------------------------|-----|-------|-------------|-------|
| Program Groups              |                                     | FT                             | PT  | Cas   | Total Enrol | FLE's | FT                             | PT  | Cas   | Total Enrol | FLE's |
| Skills Training             | <b>Institute Credit</b>             |                                |     |       |             |       |                                |     |       |             |       |
|                             | Sask Polytechnic                    | 48                             | 52  | 7     | 107         | 85.4  | 34                             | 53  | 14    | 101         | 59.8  |
|                             | Other                               | -                              | -   | 6     | 6           | 0.1   | -                              | -   | -     | -           | -     |
|                             | <b>Total Institute Credit</b>       | 48                             | 52  | 13    | 113         | 85.5  | 34                             | 53  | 14    | 101         | 59.8  |
|                             | <b>Industry Credit</b>              |                                |     |       |             |       |                                |     |       |             |       |
|                             | <b>Total Industry Credit</b>        | -                              | 163 | 858   | 1,021       | 38.6  | 7                              | 120 | 871   | 998         | 33.6  |
|                             | <b>Non-Credit</b>                   |                                |     |       |             |       |                                |     |       |             |       |
| Total Skills Training       | Total Non-Credit                    | -                              | 22  | 173   | 195         | 4.8   | -                              | 10  | 164   | 174         | 3.5   |
|                             | <b>Total Skills Training</b>        | 48                             | 237 | 1,044 | 1,329       | 128.9 | 41                             | 183 | 1,049 | 1,273       | 96.9  |
| Adult Basic Education       | <b>Adult Basic Education Credit</b> |                                |     |       |             |       |                                |     |       |             |       |
|                             | Adult 12                            | 89                             | 33  | -     | 122         | 83.9  | 96                             | 47  | -     | 143         | 106.3 |
|                             | Adult 10                            | 30                             | 5   | -     | 35          | 27.3  | -                              | 27  | -     | 27          | 12.0  |
|                             | <b>Total ABE Credit</b>             | 119                            | 38  | -     | 157         | 111.2 | 96                             | 74  | -     | 170         | 118.3 |
|                             | <b>Adult Basic Ed Non-Credit</b>    |                                |     |       |             |       |                                |     |       |             |       |
|                             | English Language Training           | -                              | 48  | -     | 48          | 5.5   | 3                              | 54  | -     | 57          | 6.1   |
|                             | GED Preparation                     | -                              | -   | -     | -           | -     | -                              | -   | -     | -           | -     |
| Total Adult Basic Education | <b>Total ABE Non-Credit</b>         | -                              | 48  | -     | 48          | 5.5   | 3                              | 54  | -     | 57          | 6.1   |
|                             | <b>Total Adult Basic Education</b>  | 119                            | 86  | -     | 205         | 116.7 | 99                             | 128 | -     | 227         | 124.4 |
| University                  |                                     | -                              | -   | -     | -           | -     | 1                              | 6   | 0     | 7           | 2.1   |
| <b>Total Enrolment</b>      |                                     | 167                            | 323 | 1044  | 1534        | 245.6 | 141                            | 317 | 1049  | 1507        | 223.4 |

# ENROLMENT & PERFORMANCE

## COMPREHENSIVE ENROLMENT BY PROGRAM GROUP - ESTEVAN

|                                    |                               | 2016-2017<br>Student Enrolment |     |       |             |       | 2017-2018<br>Student Enrolment |     |       |             |       |
|------------------------------------|-------------------------------|--------------------------------|-----|-------|-------------|-------|--------------------------------|-----|-------|-------------|-------|
| Program Groups                     |                               | FT                             | PT  | Cas   | Total Enrol | FLE's | FT                             | PT  | Cas   | Total Enrol | FLE's |
| Institute Credit                   |                               |                                |     |       |             |       |                                |     |       |             |       |
| Skills Training                    | Sask Polytechnic              | 33                             | 64  | 8     | 105         | 51.9  | 47                             | 60  | 3     | 110         | 63.1  |
|                                    | Other                         | -                              | 6   | 69    | 75          | 1.7   | -                              | 37  | 202   | 239         | 6.9   |
|                                    | Apprenticeship and Trade      | 12                             | -   | -     | 12          | 4.3   | 11                             | -   | -     | 11          | 3.9   |
|                                    | <b>Total Institute Credit</b> | 45                             | 70  | 77    | 192         | 57.9  | 58                             | 97  | 205   | 360         | 73.9  |
|                                    | Industry Credit               |                                |     |       |             |       |                                |     |       |             |       |
|                                    | <b>Total Industry Credit</b>  | -                              | 403 | 1,572 | 1,975       | 50.9  | -                              | 251 | 1,921 | 2,172       | 45.9  |
|                                    | Non-Credit                    |                                |     |       |             |       |                                |     |       |             |       |
|                                    | <b>Total Non-Credit</b>       | -                              | 27  | 266   | 293         | 4.4   | -                              | 28  | 285   | 313         | 4.3   |
| <b>Total Skills Training</b>       |                               | 45                             | 500 | 1,915 | 2,460       | 113.2 | 58                             | 376 | 2,411 | 2,845       | 124.1 |
| Adult Basic Education Credit       |                               |                                |     |       |             |       |                                |     |       |             |       |
| Adult Basic Education              | Adult 12                      | 33                             | 9   | -     | 42          | 27.7  | 29                             | 10  | -     | 39          | 33.2  |
|                                    | Adult 10                      | -                              | -   | -     | -           | -     | -                              | -   | -     | -           | -     |
|                                    | <b>Total ABE Credit</b>       | 33                             | 9   | -     | 42          | 27.7  | 29                             | 10  | -     | 39          | 33.2  |
|                                    | Adult Basic Ed Non-Credit     |                                |     |       |             |       |                                |     |       |             |       |
|                                    | English Language Training     | -                              | 121 | -     | 121         | 16.4  | -                              | 102 | -     | 102         | 12.2  |
|                                    | GED Preparation               | -                              | 13  | -     | 13          | 0.5   | -                              | 7   | -     | 7           | 0.3   |
|                                    | <b>Total ABE Non-Credit</b>   | -                              | 134 | -     | 134         | 16.9  | -                              | 109 | -     | 109         | 12.5  |
| <b>Total Adult Basic Education</b> |                               | 33                             | 143 | -     | 176         | 44.6  | 29                             | 119 | -     | 148         | 45.7  |
| University                         |                               | -                              | -   | -     | -           | -     | 1                              | 2   | -     | 3           | 1.2   |
| <b>Total Enrolment</b>             |                               | 78                             | 643 | 1,915 | 2,636       | 157.8 | 88                             | 497 | 2,411 | 2,996       | 171.0 |

## ENROLMENT & PERFORMANCE

### COMPREHENSIVE ENROLMENT BY PROGRAM GROUP -MOOSOMIN

|                             |                                     | 2016-2017<br>Student Enrolment |     |     |             |       | 2017-2018<br>Student Enrolment |      |     |             |       |
|-----------------------------|-------------------------------------|--------------------------------|-----|-----|-------------|-------|--------------------------------|------|-----|-------------|-------|
| Program Groups              |                                     | FT                             | PT  | Cas | Total Enrol | FLE's | FT                             | PT   | Cas | Total Enrol | FLE's |
| Skills Training             | Institute Credit                    |                                |     |     |             |       |                                |      |     |             |       |
|                             | Sask Polytechnic                    | 34                             | 24  | 4   | 62          | 43.5  | 45                             | -    | -   | 45          | 40.7  |
|                             | Other                               | -                              | -   | 10  | 10          | 0.2   | -                              | 6    | -   | 6           | 2.0   |
|                             | Total Institute Credit              | 34                             | 24  | 14  | 72          | 43.7  | 45                             | 6    | -   | 51          | 42.7  |
|                             | Industry Credit                     |                                |     |     |             |       |                                |      |     |             |       |
|                             | Total Industry Credit               | -                              | 54  | 228 | 282         | 8.7   | -                              | 19   | 206 | 225         | 5.3   |
|                             | Non-Credit                          |                                |     |     |             |       |                                |      |     |             |       |
|                             | Total Non-Credit                    | -                              | 8   | 66  | 74          | 1.4   | -                              | 14   | 11  | 25          | 1.1   |
| Total Skills Training       |                                     | 34                             | 86  | 308 | 428         | 53.8  | 45                             | 39   | 217 | 301         | 49.1  |
| Adult Basic Education       | Adult Basic Education Credit        |                                |     |     |             |       |                                |      |     |             |       |
|                             | Adult 12                            | 52                             | 26  | -   | 78          | 49.6  | 44                             | 29   | -   | 73          | 43.8  |
|                             | Adult 10                            | 30                             | 3   | -   | 33          | 18.5  | 3                              | -    | -   | 3           | 2.4   |
|                             | Total ABE Credit                    | 82                             | 29  | -   | 111         | 68.1  | 47                             | 29   | -   | 76          | 46.2  |
|                             | Adult Basic Ed Non-Credit           |                                |     |     |             |       |                                |      |     |             |       |
|                             | Employability/ Life Skills Training | -                              | -   | -   | -           | 0.0   | -                              | -    | -   | -           | 0.0   |
|                             | English Language Training           | -                              | 46  | -   | 46          | 6.7   | 1                              | 71   | -   | 72          | 7.3   |
|                             | Total ABE Non-Credit                | -                              | 46  | -   | 46          | 6.7   | 1.0                            | 71.0 | -   | 72.0        | 7.3   |
| Total Adult Basic Education |                                     | 82                             | 75  | -   | 157         | 74.8  | 48                             | 100  | -   | 148         | 53.5  |
| University                  |                                     | -                              | -   | -   | -           | -     | 1                              | 5    | -   | 6           | 1.4   |
| Total Enrolment             |                                     | 116                            | 161 | 308 | 585         | 128.6 | 94                             | 144  | 217 | 455         | 104.0 |



# ENROLMENT & PERFORMANCE

## COMPREHENSIVE ENROLMENT BY PROGRAM GROUP - ASSINIBOIA

|                             |                           | 2016-2017<br>Student Enrolment |    |     |             |       | 2017-2018<br>Student Enrolment |    |     |             |       |
|-----------------------------|---------------------------|--------------------------------|----|-----|-------------|-------|--------------------------------|----|-----|-------------|-------|
| Program Groups              |                           | FT                             | PT | Cas | Total Enrol | FLE's | FT                             | PT | Cas | Total Enrol | FLE's |
| Skills Training             | Institute Credit          |                                |    |     |             |       |                                |    |     |             |       |
|                             | Sask Polytechnic          | 12                             | 11 | 2   | 25          | 19.1  | 7                              | 25 | -   | 32          | 11.9  |
|                             | Other                     | -                              | -  | -   | -           | 0.0   | -                              | -  | -   | -           | 0.0   |
|                             | Total Institute Credit    | 12                             | 11 | 2   | 25          | 19.1  | 7                              | 25 | -   | 32          | 11.9  |
|                             | Industry Credit           |                                |    |     |             |       |                                |    |     |             |       |
|                             | Total Industry Credit     | -                              | 5  | 126 | 131         | 3.2   | -                              | 6  | 41  | 47          | 1.1   |
|                             | Non-Credit                |                                |    |     |             |       |                                |    |     |             |       |
|                             | Total Non-Credit          | -                              | -  | 50  | 50          | 0.4   | -                              | -  | 84  | 84          | 0.7   |
| Total Skills Training       |                           | 12                             | 16 | 178 | 206         | 22.7  | 7                              | 31 | 125 | 163         | 13.7  |
| Adult Basic Education       | Adult Basic Ed Non-Credit |                                |    |     |             |       |                                |    |     |             |       |
|                             | English Language Training | -                              | 10 | -   | 10          | 1.2   | -                              | -  | -   | -           | 0.0   |
| Total Adult Basic Education |                           | -                              | 10 | -   | 10          | 1.2   | -                              | -  | -   | -           | 0     |
| University                  |                           | -                              | -  | -   | -           | 0.0   | -                              | -  | -   | -           | 0     |
| Total Enrolment             |                           | 12                             | 26 | 178 | 216         | 23.9  | 7                              | 31 | 125 | 163         | 13.7  |

## EQUITY PARTICIPATION ENROLMENTS BY PROGRAM GROUP

|                       |                                     | 2016-2017  |     |     |                  |    |     |            |    |     |                 |       |       | 2017-2018  |     |     |                  |    |     |            |    |     |                 |       |       |
|-----------------------|-------------------------------------|------------|-----|-----|------------------|----|-----|------------|----|-----|-----------------|-------|-------|------------|-----|-----|------------------|----|-----|------------|----|-----|-----------------|-------|-------|
|                       |                                     | Aboriginal |     |     | Visible Minority |    |     | Disability |    |     | Total Enrolment |       |       | Aboriginal |     |     | Visible Minority |    |     | Disability |    |     | Total Enrolment |       |       |
| Program Groups        |                                     | FT         | PT  | Cas | FT               | PT | Cas | FT         | PT | Cas | FT              | PT    | Cas   | FT         | PT  | Cas | FT               | PT | Cas | FT         | PT | Cas | FT              | PT    | Cas   |
| Skills Training       | Institute Credit                    |            |     |     |                  |    |     |            |    |     |                 |       |       |            |     |     |                  |    |     |            |    |     |                 |       |       |
|                       | Sask Polytechnic                    | 24         | 18  | 2   | 10               | 8  | 1   | 5          | 4  | -   | 127             | 142   | 17    | 34         | 9   | -   | 10               | 9  | 1   | 3          | 3  | 1   | 133             | 131   | 11    |
|                       | Other                               | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | 9     | 79    | -          | 6   | 16  | -                | -  | -   | -          | -  | -   | -               | 43    | 202   |
|                       | Apprenticeship and Trade            | -          | -   | -   | -                | -  | -   | 1          | -  | -   | 12              | -     | -     | -          | -   | -   | 1                | -  | -   | -          | -  | -   | 11              | -     | -     |
|                       | Total Institute Credit              | 24         | 18  | 2   | 10               | 8  | 1   | 6          | 4  | -   | 139             | 151   | 96    | 34         | 15  | 16  | 11               | 9  | 1   | 3          | 3  | 1   | 144             | 174   | 213   |
|                       | Industry Credit                     |            |     |     |                  |    |     |            |    |     |                 |       |       |            |     |     |                  |    |     |            |    |     |                 |       |       |
|                       | Total Industry Credit               | -          | 28  | 91  | -                | 5  | 39  | -          | 10 | 28  | -               | 669   | 2,592 | -          | 17  | 108 | -                | 9  | 33  | -          | 8  | 33  | 7               | 416   | 2,880 |
| Total Skills Training | Non-Credit                          | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | -     | -     | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | -     | -     |
|                       | Total Non-Credit                    | -          | 5   | 40  | -                | 1  | 12  | -          | 3  | 7   | -               | 58    | 550   | -          | 12  | 33  | -                | 3  | 8   | -          | 1  | 6   | -               | 52    | 541   |
|                       |                                     | 24         | 51  | 133 | 10               | 14 | 52  | 6          | 17 | 35  | 139             | 878   | 3,238 | 34         | 44  | 157 | 11               | 21 | 42  | 3          | 12 | 40  | 151             | 642   | 3,634 |
|                       | Adult Basic Education Credit        |            |     |     |                  |    |     |            |    |     |                 |       |       |            |     |     |                  |    |     |            |    |     |                 |       |       |
|                       | Adult 12                            | 126        | 48  | -   | 7                | 1  | -   | 12         | 5  | -   | 173             | 68    | -     | 117        | 53  | -   | 11               | 3  | -   | 13         | 7  | -   | 167             | 86    | -     |
|                       | Adult 10                            | 54         | 8   | -   | 2                | -  | -   | 3          | -  | -   | 59              | 8     | -     | 3          | 26  | -   | -                | 2  | -   | 1          | 4  | -   | 3               | 27    | -     |
|                       | Total ABE Credit                    | 180        | 56  | -   | 9                | 1  | -   | 15         | 5  | -   | 232             | 76    | -     | 120        | 79  | -   | 11               | 5  | -   | 14         | 11 | -   | 170             | 113   | -     |
| Adult Basic Education | Adult Basic Ed Non-Credit           |            |     |     |                  |    |     |            |    |     |                 |       |       |            |     |     |                  |    |     |            |    |     |                 |       |       |
|                       | Employability/ Life Skills Training | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | -     | -     | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | -     | -     |
|                       | English Language Training           | -          | 6   | -   | -                | 13 | -   | -          | 5  | -   | -               | 225   | -     | -          | 6   | -   | -                | 13 | -   | -          | 4  | -   | 4               | 227   | -     |
|                       | GED Preparation                     | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | 13    | -     | -          | -   | -   | -                | -  | -   | -          | -  | -   | 7               | -     | -     |
|                       | Total ABE Non-Credit                | -          | 6   | -   | -                | 13 | -   | -          | 5  | -   | -               | 238   | -     | -          | 6   | -   | -                | 13 | -   | -          | 4  | -   | 4               | 234   | -     |
|                       |                                     | 180        | 62  | -   | 9                | 14 | -   | 15         | 10 | -   | 232             | 314   | -     | 120        | 85  | -   | 11               | 18 | -   | 14         | 15 | -   | 174             | 347   | -     |
|                       | Total Adult Basic Education         | 180        | 62  | -   | 9                | 14 | -   | 15         | 10 | -   | 232             | 314   | -     | 120        | 85  | -   | 11               | 18 | -   | 14         | 15 | -   | 174             | 347   | -     |
| University            | Total University                    | -          | -   | -   | -                | -  | -   | -          | -  | -   | -               | -     | -     | -          | 1   | -   | -                | -  | -   | -          | -  | -   | 3               | 13    | -     |
| Total Enrolment       |                                     | 204        | 113 | 133 | 19               | 28 | 52  | 21         | 27 | 35  | 371             | 1,192 | 3,238 | 154        | 130 | 157 | 22               | 39 | 42  | 17         | 27 | 40  | 328             | 1,002 | 3,634 |

## STUDENT SUCCESS BY PROGRAM GROUP

|                       |                                     | 2016-2017                |     |     |                          |     |       |                |    |     |                                 |    |     | 2017-2018                |     |     |                          |     |       |                |    |     |                                 |    |     |
|-----------------------|-------------------------------------|--------------------------|-----|-----|--------------------------|-----|-------|----------------|----|-----|---------------------------------|----|-----|--------------------------|-----|-----|--------------------------|-----|-------|----------------|----|-----|---------------------------------|----|-----|
|                       |                                     | Total Students Completed |     |     | Total students Graduated |     |       | Total Employed |    |     | Total Going to Further Training |    |     | Total Students Completed |     |     | Total students Graduated |     |       | Total Employed |    |     | Total Going to Further Training |    |     |
| Program Groups        |                                     | FT                       | PT  | Cas | FT                       | PT  | Cas   | FT             | PT | Cas | FT                              | PT | Cas | FT                       | PT  | Cas | FT                       | PT  | Cas   | FT             | PT | Cas | FT                              | PT | Cas |
| Skills Training       | Institute Credit                    |                          |     |     |                          |     |       |                |    |     |                                 |    |     |                          |     |     |                          |     |       |                |    |     |                                 |    |     |
|                       | Sask Polytechnic                    | 3                        | 109 | 15  | 98                       | 29  | 1     | 44             | 3  | -   | 14                              | 1  | -   | 11                       | 110 | 11  | 105                      | 9   | -     | 76             | 7  | -   | 5                               | 1  | -   |
|                       | Other                               | -                        | 9   | 38  | -                        | 6   | 43    | -              | -  | -   | -                               | -  | -   | -                        | 37  | 196 | -                        | 6   | -     | -              | -  | -   | -                               | -  | -   |
|                       | Apprenticeship and Trade            | 1                        | -   | -   | 11                       | -   | -     | 11             | -  | -   | -                               | -  | -   | -                        | -   | -   | 11                       | -   | -     | 11             | -  | -   | -                               | -  | -   |
|                       | Total Institute Credit              | 4                        | 118 | 53  | 109                      | 35  | 44    | 55             | 3  | -   | 14                              | 1  | -   | 11                       | 147 | 207 | 116                      | 15  | -     | 87             | 7  | -   | 5                               | 1  | -   |
|                       | Industry Credit                     |                          |     |     |                          |     |       |                |    |     |                                 |    |     |                          |     |     |                          |     |       |                |    |     |                                 |    |     |
|                       | Total Industry Credit               |                          | 2   | 21  | -                        | 661 | 2,541 | -              | -  | -   | -                               | -  | -   | 2                        | 13  | 14  | 4                        | 389 | 2,834 | -              | -  | -   | -                               | -  | -   |
|                       | Non-Credit                          |                          |     |     |                          |     |       |                |    |     |                                 |    |     |                          |     |     |                          |     |       |                |    |     |                                 |    |     |
|                       | Total Non-Credit                    | -                        | 58  | 542 | -                        | -   | -     | -              | -  | -   | -                               | -  | -   | -                        | 52  | 532 | -                        | -   | -     | -              | -  | -   | -                               | -  | -   |
|                       | Total Skills Training               | 4                        | 178 | 616 | 109                      | 696 | 2,585 | 55             | 3  | -   | 14                              | 1  | -   | 13                       | 212 | 753 | 120                      | 404 | 2,834 | 87             | 7  | -   | 5                               | 1  | -   |
| Adult Basic Education | Adult Basic Education Credit        |                          |     |     |                          |     |       |                |    |     |                                 |    |     |                          |     |     |                          |     |       |                |    |     |                                 |    |     |
|                       | Adult 12                            | 44                       | 10  | -   | 76                       | 3   | -     | 30             | 2  | -   | 58                              | 6  | -   | 60                       | 12  | -   | 84                       | 8   | -     | 18             | 4  | -   | 73                              | 9  | -   |
|                       | Adult 10                            | 35                       | -   | -   | 11                       | -   | -     | 4              | -  | -   | 18                              | -  | -   | 1                        | 15  | -   | 1                        | 1   | -     | 1              | -  | -   | -                               | 6  | -   |
|                       | Total ABE Credit                    | 79                       | 10  | -   | 87                       | 3   | -     | 34             | 2  | -   | 76                              | 6  | -   | 61                       | 27  | -   | 85                       | 9   | -     | 19             | 4  | -   | 73                              | 15 | -   |
|                       | Adult Basic Ed Non-Credit           |                          |     |     |                          |     |       |                |    |     |                                 |    |     |                          |     |     |                          |     |       |                |    |     |                                 |    |     |
|                       | Employability/ Life Skills Training | -                        | -   | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   | -                        | -   | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   |
|                       | English Language Training           | -                        | 190 | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   | 4                        | 204 | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   |
|                       | GED Preparation                     | -                        | 13  | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   | -                        | 7   | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   |
|                       | Total ABE Non-Credit                | -                        | 203 | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   | 4                        | 211 | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   |
|                       | Total Adult Basic Education         | 79                       | 213 | -   | 87                       | 3   | -     | 34             | 2  | -   | 76                              | 6  | -   | 65                       | 238 | -   | 85                       | 9   | -     | 19             | 4  | -   | 73                              | 15 | -   |
| University            | Total University                    | -                        | -   | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   | -                        | 12  | -   | -                        | -   | -     | -              | -  | -   | -                               | -  | -   |
| Total Enrolment       |                                     | 83                       | 391 | 616 | 196                      | 699 | 2,585 | 89             | 5  | -   | 90                              | 7  | -   | 78                       | 462 | 753 | 205                      | 413 | 2,834 | 106            | 11 | -   | 78                              | 16 | -   |

## EQUITY PARTICIPATION COMPLETERS AND GRADUATES BY PROGRAM GROUP

|                             |                                     | 2016-2017  |     |     |                  |    |    |            |    |    | 2017-2018  |     |     |                  |    |    |            |    |    |
|-----------------------------|-------------------------------------|------------|-----|-----|------------------|----|----|------------|----|----|------------|-----|-----|------------------|----|----|------------|----|----|
|                             |                                     | Aboriginal |     |     | Visible Minority |    |    | Disability |    |    | Aboriginal |     |     | Visible Minority |    |    | Disability |    |    |
| Program Groups              |                                     | E          | C   | G   | E                | C  | G  | E          | C  | G  | E          | C   | G   | E                | C  | G  | E          | C  | G  |
| Skills Training             | <b>Institute Credit</b>             |            |     |     |                  |    |    |            |    |    |            |     |     |                  |    |    |            |    |    |
|                             | Sask Polytechnic                    | 45         | 6   | 36  | 19               | 6  | 11 | 9          | 3  | 3  | 43         | 9   | 23  | 19               | 10 | 8  | 7          | 4  | 3  |
|                             | Other                               | -          | -   | -   | -                | -  | -  | -          | -  | -  | 22         | 16  | 6   | -                | -  | -  | -          | -  | -  |
|                             | Apprenticeship and Trade            | -          | -   | -   | -                | -  | -  | 1          | 1  | -  | -          | -   | -   | 1                | -  | 1  | -          | -  | -  |
|                             | <b>Total Institute Credit</b>       | 45         | 6   | 36  | 19               | 6  | 11 | 10         | 4  | 3  | 65         | 25  | 29  | 20               | 10 | 9  | 7          | 4  | 3  |
|                             | <b>Industry Credit</b>              |            |     |     |                  |    |    |            |    |    |            |     |     |                  |    |    |            |    |    |
|                             | <b>Total Industry Credit</b>        | 119        | -   | 116 | 44               | -  | 44 | 38         | -  | 38 | 123        | 2   | 114 | 42               | 1  | 37 | 41         | 1  | 39 |
|                             | <b>Non-Credit</b>                   |            |     |     |                  |    |    |            |    |    |            |     |     |                  |    |    |            |    |    |
| Total Skills Training       | <b>Total Non-Credit</b>             | 45         | 45  | -   | 13               | 13 | -  | 10         | 10 | -  | 48         | 42  | -   | 11               | 11 | -  | 8          | 8  | -  |
|                             | <b>Total Skills Training</b>        | 209        | 51  | 152 | 76               | 19 | 55 | 58         | 14 | 41 | 236        | 69  | 143 | 73               | 22 | 46 | 56         | 13 | 42 |
| Adult Basic Education       | <b>Adult Basic Education Credit</b> |            |     |     |                  |    |    |            |    |    |            |     |     |                  |    |    |            |    |    |
|                             | Adult 12                            | 172        | 36  | 54  | 8                | 2  | 3  | 16         | 4  | 4  | 170        | 52  | 56  | 14               | 3  | 8  | 20         | 2  | 11 |
|                             | Adult 10                            | 62         | 31  | 10  | 2                | 1  | 1  | 3          | 2  | -  | 29         | 15  | 2   | 2                | -  | -  | 4          | 1  | -  |
|                             | <b>Total ABE Credit</b>             | 234        | 67  | 64  | 10               | 3  | 4  | 19         | 6  | 4  | 199        | 67  | 58  | 16               | 3  | 8  | 24         | 3  | 11 |
|                             | <b>Adult Basic Ed Non-Credit</b>    |            |     |     |                  |    |    |            |    |    |            |     |     |                  |    |    |            |    |    |
|                             | Employability/ Life Skills Training | -          | -   | -   | -                | -  | -  | -          | -  | -  | -          | -   | -   | -                | -  | -  | -          | -  | -  |
|                             | English Language Training           | 6          | 6   | -   | 14               | 14 | -  | 4          | 4  | -  | 7          | 6   | -   | 12               | 12 | -  | 4          | 4  | -  |
|                             | GED Preparation                     | -          | -   | -   | -                | -  | -  | -          | -  | -  | -          | -   | -   | -                | -  | -  | -          | -  | -  |
| Total Adult Basic Education | <b>Total ABE Non-Credit</b>         | 6          | 6   | -   | 14               | 14 | -  | 3          | 4  | -  | 7          | 6   | -   | 12               | 12 | -  | 4          | 4  | -  |
|                             | <b>Total Adult Basic Education</b>  | 240        | 73  | 64  | 24               | 17 | 4  | 22         | 10 | 4  | 206        | 73  | 58  | 28               | 15 | 8  | 28         | 7  | 11 |
| University                  | <b>Total University</b>             | -          | -   | -   | -                | -  | -  | -          | -  | -  | 1          | 1   | -   | -                | -  | -  | -          | -  | -  |
| <b>Total Enrolment</b>      |                                     | 449        | 124 | 216 | 100              | 36 | 59 | 80         | 24 | 45 | 443        | 143 | 201 | 101              | 37 | 54 | 84         | 20 | 53 |



## 2015-2018 EFFICIENCY SAVINGS

2015-2016 in Southeast College efficiencies identified **\$74,500**

2016-2017 in Southeast College efficiencies identified **\$98,500**

2017-2018 in Southeast College efficiencies identified **\$56,000**

Enhanced use of  
Technology

**\$75,600**



Human Resource  
Management

**\$47,400**



Purchasing

**\$71,000**





College  
Advancement  
**\$1,300**

Travel  
**\$33,700**



**Total \$229,000**

## FINANCIAL STATEMENTS





2018 Practical Nursing graduation

## STATEMENT OF MANAGEMENT RESPONSIBILITY

The Consolidated financial statements of Southeast College have been prepared in accordance with Canadian public sector accounting standards and the format specified in the Regional Colleges Accounting and Reporting Manual issued by the Ministry of Advanced Education, and are in compliance with the provisions of legislation and related authorities.

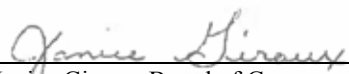
When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

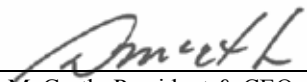
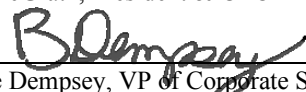
In fulfilling its responsibilities and recognizing the limits inherent in all systems, the management has developed and maintains a system of internal control designed to provide reasonable assurance that College assets are safeguarded from loss and that the accounting records are a reliable basis

for the preparation of financial statements.

The Board of Governors of the College is responsible for the review and approval of the financial statements, and ensures management fulfils its financial reporting responsibilities. The Board meets with management and with the external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Board with and without the presence of management. The Board also considers the engagement or re-appointment of the external auditors. The consolidated financial statements have been audited by Cogent Chartered Professional Accountants LLP.

The external auditors conduct an independent examination in accordance with Canadian auditing standards and express their opinion on the financial statements. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and provides their opinion on the fairness of the presentation of the information in the financial statements.

  
Janice Giroux, Board of Governors Chair

  
Dion McGrath, President & CEO  
  
Bonnie Dempsey, VP of Corporate Services

September 12, 2018  
Weyburn, SK



## INDEPENDENT AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan:

We have audited the accompanying consolidated financial statements of Southeast College, which comprise the consolidated statement of financial position as at June 30, 2018 and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

Weyburn, SK  
September 14, 2018

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Southeast College as at June 30, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

  
Chartered Professional Accountants

Southeast College  
**Consolidated Statement of Financial Position**  
as at June 30, 2018

Statement 1

|   | June 30<br>2018      | June 30<br>2017      |
|---|----------------------|----------------------|
| <b>Financial Assets</b>                           |                      |                      |
| Cash and cash equivalents (Note 3)                | \$ 1,958,114         | \$ 1,853,767         |
| Accounts receivable (Note 4)                      | 224,616              | 186,803              |
| Inventories for resale (Note 5)                   | 29,347               | 41,455               |
| Portfolio investments (Note 6)                    | 23,795               | 23,706               |
| <b>Total Financial Assets</b>                     | <b>2,235,872</b>     | <b>2,105,731</b>     |
| <b>Liabilities</b>                                |                      |                      |
| Accrued salaries and benefits (Note 8)            | 269,163              | 264,165              |
| Accounts payable and accrued liabilities (Note 9) | 194,663              | 180,901              |
| Deferred revenue (Note 10)                        | 114,003              | 57,554               |
| Liability for employee future benefits (Note 11)  | 136,400              | 129,600              |
| <b>Total Financial Liabilities</b>                | <b>714,229</b>       | <b>632,220</b>       |
| <b>Net Financial Assets</b>                       | <b>1,521,643</b>     | <b>1,473,511</b>     |
| <b>Non-Financial Assets</b>                       |                      |                      |
| Tangible capital assets (Note 12)                 | 25,797,486           | 26,504,848           |
| Prepaid expenses (Note 13)                        | 119,313              | 111,803              |
| <b>Total Non-Financial Assets</b>                 | <b>25,916,799</b>    | <b>26,616,651</b>    |
| <b>Accumulated Surplus</b>                        | <b>\$ 27,438,442</b> | <b>\$ 28,090,162</b> |
| <b>Accumulated Surplus is comprised of:</b>       |                      |                      |
| Accumulated surplus from operations (Note 18)     | \$ 27,438,442        | \$ 28,090,162        |
| <b>Total Accumulated Surplus</b>                  | <b>\$ 27,438,442</b> | <b>\$ 28,090,162</b> |

Contractual Rights (Note 18)  
Contractual Obligations and Commitments (Note 19)

The accompanying notes and schedules are an integral part of these financial statements

On behalf of the Board:

*Janice Giroux*  
*Bahlman*

**Consolidated Statement of Operations and Accumulated Surplus***for the year ended June 30, 2018*

|  | <b>2018<br/>Budget</b> | <b>2018<br/>Actual</b> | <b>2017<br/>Actual</b> |
|--|------------------------|------------------------|------------------------|
|  | (Note 16)              |                        |                        |
| <b>Revenues</b> (Schedule 2)                   |                        |                        |                        |
| Provincial government                          |                        |                        |                        |
| Grants   | \$ 5,933,500           | \$ 6,028,400           | \$ 6,117,167           |
| Other  | 179,400                | 136,768                | 84,783                 |
| Federal government                             |                        |                        |                        |
| Grants   | 274,700                | 349,032                | 153,139                |
| Other revenue                                  |                        |                        |                        |
| Contracts                                      | 131,839                | 221,193                | 287,993                |
| Interest                                       | 11,800                 | 24,576                 | 16,656                 |
| Rents  | 17,660                 | 9,113                  | 14,049                 |
| Resale items                                   | 360,917                | 341,891                | 369,085                |
| Tuition  | 2,008,121              | 1,717,162              | 1,791,957              |
| Donations                                      | 96,525                 | 70,508                 | 64,392                 |
| Other  | 24,074                 | 82,111                 | 96,634                 |
| Total revenues                                 | <u>9,038,536</u>       | <u>8,980,754</u>       | <u>8,995,855</u>       |
| <b>Expenses</b> (Schedule 3)                   |                        |                        |                        |
| General (Schedule 4)                           | 4,824,576              | 4,670,746              | 5,095,141              |
| Skills training                                | 3,265,855              | 2,955,813              | 3,258,554              |
| Basic education                                | 1,540,259              | 1,526,705              | 1,476,013              |
| Services                                       | 240,114                | 179,106                | 237,800                |
| University                                     | -                      | 26,871                 | -                      |
| Scholarships                                   | 287,585                | 273,233                | 286,993                |
| Total expenses                                 | <u>10,158,389</u>      | <u>9,632,474</u>       | <u>10,354,501</u>      |
| Surplus (Deficit) for the Year from Operations | <u>(1,119,853)</u>     | <u>(651,720)</u>       | <u>(1,358,646)</u>     |
| Accumulated Surplus, Beginning of Year         | <u>28,090,162</u>      | <u>28,090,162</u>      | <u>29,448,808</u>      |
| Accumulated Surplus, End of Year               | <u>\$ 26,970,309</u>   | <u>\$ 27,438,442</u>   | <u>\$ 28,090,162</u>   |

*The accompanying notes and schedules are an integral part of these financial statements*

# Consolidated Statement of Changes in Net Financial Assets

as at June 30, 2018

|  | 2018<br>Budget<br>(Note 16) | 2018<br>Actual   | 2017<br>Actual      |
|--|-----------------------------|------------------|---------------------|
| <b>Net Financial Assets, Beginning of Year</b>   | \$ 1,473,511                | 1,473,511        | \$ 2,427,075        |
| Surplus (Deficit) for the Year from Operations   | (1,119,853)                 | (651,720)        | (1,358,646)         |
| Acquisition of tangible capital assets           | (204,157)                   | (234,765)        | (526,515)           |
| Amortization of tangible capital assets          | 1,009,752                   | 942,128          | 927,900             |
| Use of prepaid expenses                          | (9,000)                     | (7,511)          | 3,697               |
| <b>Change in Net Financial Assets (Net Debt)</b> | <b>(323,258)</b>            | <b>48,132</b>    | <b>(953,564)</b>    |
| <b>Net Financial Assets, End of Year</b>         | <b>\$ 1,150,253</b>         | <b>1,521,643</b> | <b>\$ 1,473,511</b> |

The accompanying notes and schedules are an integral part of these financial statements

# Consolidated Statement of Cash Flows

for the year ended June 30, 2018

|   | 2018                | 2017                |
|---|---------------------|---------------------|
| <b>Operating Activities</b>                                     |                     |                     |
| Surplus (deficit) for the year from operations                  | \$ (651,720)        | \$ (1,358,646)      |
| Non-cash items included in surplus (deficit)                    |                     |                     |
| Amortization of tangible capital assets                         | 942,128             | 927,900             |
| Changes in non-cash working capital                             |                     |                     |
| Decrease (increase) in accounts receivable                      | (37,813)            | 265,737             |
| Decrease (increase) in inventories for resale                   | 12,107              | 7,312               |
| Increase (decrease) in accrued salaries and benefits            | 4,998               | (4,902)             |
| Increase (decrease) in accounts payable and accrued liabilities | 13,762              | (1,426,626)         |
| Increase (decrease) in deferred revenue                         | 56,449              | (77,733)            |
| Increase (decrease) in liability for employee future benefits   | 6,800               | 5,900               |
| Decrease (increase) in prepaid expenses                         | (7,510)             | 3,697               |
| <b>Cash Provided (Used) by Operating Activities</b>             | <u>339,201</u>      | <u>(1,657,361)</u>  |
| <b>Capital Activities</b>                                       |                     |                     |
| Cash used to acquire tangible capital assets                    | (234,765)           | (526,515)           |
| <b>Cash Provided (Used) by Capital Activities</b>               | <u>(234,765)</u>    | <u>(526,515)</u>    |
| <b>Investing Activities</b>                                     |                     |                     |
| Cash used to acquire portfolio investments                      | (89)                | (1,702)             |
| <b>Cash Used by Investing Activities</b>                        | <u>(89)</u>         | <u>(1,702)</u>      |
| <b>Net change in cash and cash equivalents during the year</b>  | 104,347             | (2,185,578)         |
| <b>Cash and Cash Equivalents, Beginning of Year</b>             | <u>1,853,767</u>    | <u>4,039,345</u>    |
| <b>Cash and Cash Equivalents, End of Year (Note 3)</b>          | <u>\$ 1,958,114</u> | <u>\$ 1,853,767</u> |

The accompanying notes and schedules are an integral part of these financial statements



**1. PURPOSE AND AUTHORITY**

Southeast College (“the College”) offers educational services and programs under the authority of Section 14 of The Regional Colleges Act. The College Board plays an integral part in strategic direction and management guidance.

The purpose of the College is to provide credit and non-credit classroom and vocational training to meet the needs of regional constituents and industry. Southeast College is exempt from the payment of income tax.

**2. SIGNIFICANT ACCOUNTING POLICIES**

As a government not-for-profit organization, the College prepared these consolidated financial statements in accordance with Canadian public sector accounting standards for government reporting entities. The accounting standards followed for government not-for-profit organizations are the Canadian Chartered Professional Accountants (CPA Canada) Public Sector Accounting (PSA) Handbook.

**(a) College Reporting Entity**

The consolidated financial statements include all of the assets, liabilities, revenues and expenses of the College reporting entity.

Controlled organizations that have been included using the full consolidation method include the Southeast Education Foundation. All significant intercompany transactions and balances have been eliminated upon consolidation.

**(b) Measurement Uncertainty and the Use of Estimates**

The preparation of consolidated financial statements in conformity with PSA standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Uncertainty in the determination of the amount at which an item is recognized or disclosed in financial statements is known as measurement uncertainty. Such uncertainty exists when there is a variance between the recognized or disclosed amount and another reasonably possible amount.

Measurement uncertainty that may be material to these consolidated financial statements exists for:

- The liability for employee future benefits of \$136,400 (June 30, 2017 - \$129,600) because actual experience may differ significantly from actuarial or historical estimations and assumptions;
- Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.
- Provisions are made for slow moving and obsolete inventory for resale.
- Amortization is based on the estimated useful lives of tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known. While best estimates are used for reporting items subject to measurement uncertainty, it is reasonably possible that changes in future conditions, occurring within one fiscal year, could require a material changes in the amounts recognized or disclosed.

**(c) Financial Instruments**

Financial instruments create rights and obligations to receive or deliver economic benefits. Financial instruments include cash and cash equivalents, accounts receivable, accrued salaries and benefits, bank indebtedness, accounts payable and accrued liabilities.

Financial instruments are assigned to one of two measurement categories: fair value, or cost or amortized cost.

**i. Fair Value**

Fair value measurement applies to portfolio investments in equity instruments that are quoted in an active market.

**ii. Cost or Amortized Cost**

All other financial assets and financial liabilities are measured at cost or amortized cost. Transaction costs are a component of cost for financial instruments measured using cost or amortized cost. Receivables are measured at amortized cost. Due to their short-term nature, the amortized cost of these instruments approximates their fair value.

**(d) Financial Assets**

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations. Valuation allowances are used where considered necessary to reduce the amounts reported for financial assets to their net realizable value

**Cash and Cash Equivalents** consist of cash, bank deposits and highly liquid investments with initial maturity terms of three months or less and held for the purpose of meeting short-term operating cash commitments rather than for investing purposes.

**Accounts Receivable** is shown net of allowance for doubtful accounts to reflect their expected net recoverable value. Valuation allowances are recorded where recovery is considered uncertain. Changes in valuation allowances are recorded in the consolidated statement of operations.

**Inventories for Resale** consist of textbooks and course materials which are held for sale in the ordinary course of operations and are valued at the lower of cost and net realizable value. Cost is determined by average cost method. Net realizable value is the estimated selling price in the ordinary course of business.

**Portfolio Investments** consist of Weyburn Credit Union shares, Prairie Sky Co-op equity and Southern Plains Co-op equity. These investments are reported at cost or amortized cost and include associated transaction costs upon initial recognition, less any write-downs for a loss in value that is other than a temporary decline. Gains and losses on financial instruments measured at cost or amortized cost are recognized in the consolidated statement of operations in the period the gain or loss occurs.

**(e) Liabilities**

Liabilities are present obligations arising from transactions and events occurring prior to year-end, which will be satisfied in the future through the use of assets or another form of economic settlement.

**Accrued Salaries and Benefits** represents salaries and benefits owing to or on behalf of work performed by employees, but not yet paid, at the end of the fiscal period. Amounts are payable within one year.

**Accounts Payable and Accrued Liabilities** include accounts payable and accrued liabilities owing to third parties for goods supplied and services rendered, but not yet paid, at the end of the fiscal period. Amounts are payable within one year.

**Deferred revenue** from government transfers represents restricted grants with stipulations that give rise to a liability. The revenue is recognized as the stipulation liabilities are settled. Deferred revenue from non-government sources represents revenue related to fees or services received in advance of the fee being earned or the services being performed, and other contributions for which the contributor has placed restrictions on the use of the resources. Tuition and fee revenue is recognized as the course is delivered, revenue from contractual services is recognized as the services are delivered, and revenue from other contributions is recognized in the fiscal year in which the resources are used for the purpose specified.

**Liability for Employee Future Benefits** represents non-vesting sick leave benefits that accrue to the College's employees. The cost of these benefits is recorded as the benefits are earned by employees. The liability relating to these benefits is actuarially determined using the projected benefit method pro-rated on service and management's best estimate of expected sick leave usage, discount rate, inflation, salary escalation, termination and retirement rates and mortality. Actuarial gains and losses are amortized on a straight line basis over the expected average remaining service life of the related employee groups. Actuarial valuations are performed periodically. Extrapolations of these valuations are made when a valuation is not done in the current fiscal year.

**(f) Non-Financial Assets**

Non-financial assets are assets held for consumption in the provision of services. These assets do not normally provide resources to discharge the liabilities of the College unless they are sold.

**Tangible Capital Assets** have useful lives extending beyond the accounting period, are used by the College to provide services to the public and are not intended for sale in the ordinary course of operations. Tangible capital assets are recorded at cost and include all costs directly attributable to the acquisition, design, construction, development, installation and betterment of the tangible capital asset.

The cost of depreciable tangible capital assets, net of any residual value, is amortized on a straight line basis over their estimated useful lives as follows:

|  |                              |
|--|------------------------------|
| Buildings                              | 20-50 years                  |
| Buildings under capital lease          | 50 years                     |
| Office furniture                       | 10 years                     |
| Program Equipment and office equipment | 5 years                      |
| Computer hardware and systems software | 3 years                      |
| Leasehold improvements                 | Term of lease or useful life |

Write-downs are accounted for as expenses in the consolidated statement of operations.

The Buildings under capital lease category was setup in 2016 to account for the new Weyburn campus building. Although the property is legally owned by the South East Cornerstone School Division the 50 year rental agreement between the College and the School Division transfers the long term economic benefit of the property to the College. Therefore, the property will be treated as a tangible capital asset of the College.

In 2016, a change in the estimated useful life of buildings from 20 years to a range of 20 to 50 years occurred. This is more representative of useful life estimates used by other government agencies. It is also more reflective of the useful life of new construction verses purchase and renovation of an older building. This change affected one building and was treated as a change in estimate. The change was treated prospectively at July 1, 2016.

**Prepaid Expenses** are prepaid amounts for rent, payroll remittances, marketing and promotional materials and other goods and services which will provide economic benefits in one or more future periods. The prepaid amount is recognized as an expense in the year the goods or services are consumed.

**(g) Employee Pension Plans**

Employees of the College participate in the following pension plans:

**Multi-Employer Defined Benefit Plans**

The College's teachers and other employees holding a teaching certificate participate in either the Saskatchewan Teachers' Retirement Plan (STRP) or Saskatchewan Teachers' Superannuation Plan (STSP). The College's obligation for these plans is limited to collecting and remitting contributions of the employees at rates determined by the plans.

**Defined Contribution Plans**

The College's other employees participate in a defined contribution pension plan through Great West Life. The College's contributions to the plan are expensed when due.



**(h) Revenue Recognition**

Revenues are recorded on the accrual basis. Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, provided the amount to be received can be reasonably estimated and collection is reasonably assured.

The College's major sources of revenue include the following:

**i) Government Transfers (Grants)**

Grants from governments are considered to be government transfers. Government transfers are recognized as revenues when the transfer is authorized, all eligibility criteria have been met, the amount can be estimated and collection is reasonably assured except when, and to the extent, stipulations by the transferor give rise to an obligation that meets the definition of a liability.

**ii) Fees and Services**

Revenues from tuition fees and other services are recognized in the year they are earned. Amounts that are restricted pursuant to legislation, regulation or agreements with external parties that may only be used in the conduct of certain programs or in the delivery of specific services and transactions are initially recorded as deferred revenue and subsequently recognized as revenue in the fiscal year the related expenses are incurred or services are performed.

**iii) Interest Income**

Interest is recognized on an accrual basis when it is earned.

**iv) Other (Non-Government Transfer) Contributions**

Unrestricted contributions are recognized as revenue in the year received or in the year the funds are committed to the College if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions are contributions for which the contributor has placed restrictions on the use of the resources. Externally restricted contributions that are to be held in perpetuity are recognized as revenue in the year in which they are received or committed if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions that are not held in perpetuity are deferred until the resources are used for the purpose specified, at which time the contributions are recognized as revenue. In-kind contributions are recorded at their fair value when they are received.

**(i) Expenses**

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed as incurred.

**(j) Contingent liabilities**

Contingent liabilities are potential liabilities which may become actual liabilities when one or more future events occur or fail to occur. To the extent that the future event is likely to occur or fail to occur, and a reasonable estimate of the loss can be made, an estimated liability is accrued and an expense recorded. If the likelihood is not determinable or an amount cannot be reasonably estimated, the contingency is disclosed in the notes to the financial statements.

**(k) New accounting standards**

On July 1, 2017 the College adopted Canadian public sector accounting standards PS 2200 Related Party Disclosures, PS 3210 Assets, PS 3320 Contingent Assets, PS 3380 Contractual Rights (see note 18) and PS 3420 Inter-entity Transactions on a prospective basis. Unless otherwise noted, the adoption of these standards has not had a material impact on these financial statements.

**3. CASH AND CASH EQUIVALENTS**

Due to the short-term nature of the investments, market value of cash and cash equivalents approximates cost.

|  | <b>June 30, 2018</b> | <b>June 30, 2017</b> |
|--|----------------------|----------------------|
| Cash and cash equivalents - Southeast College              | \$ 1,836,353         | \$ 1,723,794         |
| Cash and cash equivalents - Southeast Education Foundation | 121,761              | 107,466              |
| Short term investments - Southeast Education Foundation    | -                    | 22,507               |
| <b>Cash and cash equivalents</b>                           | <b>\$ 1,958,114</b>  | <b>\$ 1,853,767</b>  |

**4. ACCOUNTS RECEIVABLE**

All accounts receivable presented on the consolidated statement of financial position are net of any valuation allowances for doubtful accounts.

|   | <b>June 30, 2018</b> | <b>June 30, 2017</b> |
|---|----------------------|----------------------|
| Provincial government:                        |                      |                      |
| Advanced Education/Economy                    | \$900                | \$-                  |
| Other   | 25,481               | 10,480               |
| Federal government                            | 31,384               | 21,665               |
| Other receivables                             | 172,354              | 162,723              |
|   | 230,119              | 194,868              |
| Less: Allowance for doubtful accounts         | (5,503)              | (8,065)              |
| <b>Accounts receivable, net of allowances</b> | <b>\$ 224,616</b>    | <b>\$ 186,803</b>    |

**5. INVENTORIES FOR RESALE**

|                                | <b>June 30, 2018</b> | <b>June 30, 2017</b> |
|--------------------------------|----------------------|----------------------|
| Textbooks and course materials | \$29,347             | \$41,455             |
| <b>Inventories for resale</b>  | <b>\$ 29,347</b>     | <b>\$ 41,455</b>     |

Southeast College  
**Notes to the Consolidated Financial Statements**  
for the year ended June 30, 2018

**6. PORTFOLIO INVESTMENTS**

All investments are reported at acquisition cost which is equivalent to fair market value at June 30.

|  | June 30, 2018    | June 30, 2017    |
|--|------------------|------------------|
| Weyburn Credit Union - shares                      | \$ 20,726        | \$ 20,726        |
| Prairie Sky Co-operative Association Ltd. - equity | 1,274            | 1,216            |
| Southern Plains Co-operative Ltd. - equity         | 1,795            | 1,765            |
| <b>Portfolio investments</b>                       | <b>\$ 23,795</b> | <b>\$ 23,706</b> |

**7. BANK INDEBTEDNESS**

Bank indebtedness consists of a demand operating line of credit with a maximum borrowing limit of \$45,000 that bears interest at Bank prime rate. This line of credit is authorized by a borrowing resolution by the Board and is unsecured. The line of credit was approved by the Minister of Advanced Education. The balance drawn on the line of credit at June 30, 2018 was \$0 (June 30, 2017 - \$0).

**8. ACCRUED SALARIES AND BENEFITS**

|                                      | June 30, 2018     | June 30, 2017     |
|--------------------------------------|-------------------|-------------------|
| Accrued salaries                     | \$ 34,541         | \$ 45,550         |
| Accrued employee benefits            | 4,117             | 5,155             |
| Accrued vacation pay                 | 230,505           | 213,460           |
| <b>Accrued salaries and benefits</b> | <b>\$ 269,163</b> | <b>\$ 264,165</b> |

**9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

|   | June 30, 2018     | June 30, 2017     |
|---|-------------------|-------------------|
| Trade accounts payable                          | \$194,663         | \$180,901         |
| <b>Accounts payable and accrued liabilities</b> | <b>\$ 194,663</b> | <b>\$ 180,901</b> |

**10. DEFERRED REVENUE**

|   | June 30, 2017    | Additions during the year | Revenue recognized in the year | June 30, 2018     |
|---|------------------|---------------------------|--------------------------------|-------------------|
| Deferred revenue from non-government transfer sources |                  |                           |                                |                   |
| Prepaid Tuition                                       | \$ 51,899        | \$ 79,055                 | \$ (51,899)                    | \$ 79,055         |
| Deferred Revenue Coupons                              | 3,510            | 220                       | (1,930)                        | 1,800             |
| Other   | 2,145            | 31,303                    | (300)                          | 33,148            |
| <b>Deferred revenue</b>                               | <b>\$ 57,554</b> | <b>\$ 110,578</b>         | <b>\$ (54,129)</b>             | <b>\$ 114,003</b> |

**11. LIABILITY FOR EMPLOYEE FUTURE BENEFITS**

The College provides certain post-employment, compensated absence and termination benefits to its employees. These benefits include accumulating non-vested sick leave. The liability associated with these benefits is calculated as the present value of expected future payments pro-rated for service and is recorded as Liability for Employee Future Benefits in the consolidated statement of financial position.

Details of the employee future benefits are as follows:

|  | <b>June 30, 2018</b> | <b>June 30, 2017</b> |
|--|----------------------|----------------------|
|  | (extrapolation)      | (extrapolation)      |
| Actuarial valuation (extrapolation) date June 30:                    |                      |                      |
| Long-term assumptions used:  |                      |                      |
| Salary escalation rate (percentage)                                  | 1.50%                | 1.50%                |
| Discount rate (percentage)   | 1.90%                | 1.90%                |
| Expected average remaining service life (years)                      | 10.7                 | 10.7                 |
| <b>Liability for Employee Future Benefits</b>                        | <b>June 30, 2018</b> | <b>June 30, 2017</b> |
| <b>Accrued Benefit Obligation - beginning of year</b>                | <b>\$ 129,600</b>    | <b>\$ 123,700</b>    |
| Current period benefit cost  | 24,400               | 23,900               |
| Interest cost  | 2,600                | 2,500                |
| Benefit payments   | (21,000)             | (21,300)             |
| Actuarial gains / losses   | 6,400                | 7,200                |
| Plan amendments  | 800                  | 800                  |
| <b>Accrued Benefit Obligation - end of year</b>                      | <b>142,800</b>       | <b>136,800</b>       |
| <b>Unamortized Net Actuarial Gains / Losses</b>                      | <b>(6,400)</b>       | <b>(7,200)</b>       |
| <b>Liability for Employee Future Benefits</b>                        | <b>\$ 136,400</b>    | <b>\$ 129,600</b>    |
| <b>Employee Future Benefits Expense</b>                              | <b>June 30, 2018</b> | <b>June 30, 2017</b> |
| Current period benefit cost  | <b>\$ 24,400</b>     | <b>\$ 23,900</b>     |
| Amortization of net actuarial gain / loss                            | 800                  | 800                  |
| <b>Benefit cost</b>  | <b>25,200</b>        | <b>24,700</b>        |
| <b>Interest cost on unfunded employee future benefits obligation</b> | <b>2,600</b>         | <b>2,500</b>         |
| <b>Total Employee Future Benefits Expense</b>                        | <b>\$ 27,800</b>     | <b>\$ 27,200</b>     |

Southeast College  
**Notes to the Consolidated Financial Statements**  
for the year ended June 30, 2018

**12. TANGIBLE CAPITAL ASSETS**

|   | Buildings     | Buildings<br>under Capital<br>Lease | Furniture<br>and<br>Equipment | Computer<br>Hardware | Computer<br>Software | Leasehold<br>Improvements | Land<br>Improvements | 2018          | 2017          |
|---|---------------|-------------------------------------|-------------------------------|----------------------|----------------------|---------------------------|----------------------|---------------|---------------|
| <b><i>Tangible Capital Assets<br/>- at Cost:</i></b>      |               |                                     |                               |                      |                      |                           |                      |               |               |
| Opening Balance at<br>Start of Year                       | \$ 15,265,982 | \$ 14,984,671                       | \$ 2,294,350                  | \$ 1,552,955         | \$ 77,261            | \$ 1,672,706              | \$ 526,363           | \$ 36,374,288 | \$ 35,847,773 |
| Additions/Purchases                                       | -             | -                                   | 86,731                        | 89,800               | -                    | -                         | 58,234               | 234,765       | 526,515       |
| <b>Closing Balance at<br/>End of Year</b>                 | 15,265,982    | 14,984,671                          | 2,381,081                     | 1,642,755            | 77,261               | 1,672,706                 | 584,597              | 36,609,053    | 36,374,288    |
| <b><i>Tangible Capital Assets<br/>- Amortization:</i></b> |               |                                     |                               |                      |                      |                           |                      |               |               |
| Opening Balance at<br>Start of Year                       | 4,202,113     | 599,387                             | 1,687,516                     | 1,520,476            | 59,130               | 1,666,764                 | 134,053              | 9,869,439     | 8,941,539     |
| Amortization of the<br>Period                             | 277,039       | 299,693                             | 187,200                       | 43,317               | 9,065                | 2,971                     | 122,843              | 942,128       | 927,900       |
| <b>Closing Balance at End<br/>of Year</b>                 | 4,479,152     | 899,080                             | 1,874,716                     | 1,563,793            | 68,195               | 1,669,735                 | 256,896              | 10,811,567    | 9,869,439     |
| <b><i>Net Book Value:</i></b>                             |               |                                     |                               |                      |                      |                           |                      |               |               |
| Opening Balance at<br>Start of Year                       | 11,063,869    | 14,385,284                          | 606,834                       | 32,479               | 18,131               | 5,942                     | 392,310              | 26,504,848    | 26,906,233    |
| Closing Balance at<br>End of Year                         | 10,786,830    | 14,085,591                          | 506,365                       | 78,962               | 9,066                | 2,971                     | 327,701              | 25,797,486    | 26,504,848    |
| Change in Net Book<br>Value                               | (277,039)     | (299,693)                           | (100,469)                     | 46,483               | (9,065)              | (2,971)                   | (64,609)             | (707,362)     | (401,385)     |



**13. PREPAID EXPENSES**

|                           | June 30, 2018     | June 30, 2017     |
|---------------------------|-------------------|-------------------|
| Other                     | \$ 54,793         | \$ 50,192         |
| Rent                      | 20,672            | 21,426            |
| Payroll Remittances       | 18,858            | 17,241            |
| Insurance                 | 11,100            | 12,782            |
| Marketing & Promo Items   | 12,429            | 9,467             |
| Program Tuition and Books | 1,238             | 399               |
| Postage                   | 222               | 296               |
| <b>Prepaid expenses</b>   | <b>\$ 119,313</b> | <b>\$ 111,803</b> |

**14. EMPLOYEE PENSION PLANS**

**Multi-Employer Defined Benefit Plans**

Information on the multi-employer pension plan to which the College contributes is as follows

- i) Saskatchewan Teachers' Retirement Plan (STRP) or Saskatchewan Teachers' Superannuation Plan (STSP):

The STRP and STSP provide retirement benefits based on length of service and pensionable earnings.

The STRP and STSP are funded by contributions by the participating employee members and the Government of Saskatchewan. The College's obligation to the STRP and STSP is limited to collecting and remitting contributions of the employees at rates determined by the plans. Accordingly, these financial statements do not include any expense for employer contributions to these plans. Net pension assets or liabilities for these plans are not reflected in these financial statements as ultimate responsibility for retirement benefits rests with the Saskatchewan Teachers' Federation for the STRP and with the Government of Saskatchewan for the STSP.

Details of the contributions to these plans for the College's employees are as follows:

|   | STRP      | 2018<br>STSP | TOTAL     | 2017<br>TOTAL |
|---|-----------|--------------|-----------|---------------|
| Number of active College members                | 14        | 0            | 14        | 15            |
| Member contribution rate (percentage of salary) | 11.78%    | -            |           | 7.85-11.89%   |
| Member contributions for the year               | \$ 70,525 | \$ -         | \$ 70,525 | \$ 83,498     |

**Defined Contribution Plans**

The Great West Life Retirement Savings Plan is funded by a total combined contribution of 12.8% of the employee's annual salary (6.4% employee, 6.4% employer). Pension benefits are based on accumulated contributions and investment earnings. Under the defined contribution plan, the College's obligations are limited to its contributions.

Details of the Great West Life Retirement Savings Plan are as follows:

|  | <b>2018</b> |         | <b>2017</b> |         |
|--|-------------|---------|-------------|---------|
| Number of active College members                 |             | 112     |             | 138     |
| Member contribution rate (percentage of salary)  |             | 6.40%   |             | 6.40%   |
| College contribution rate (percentage of salary) |             | 6.40%   |             | 6.40%   |
| Member contributions for the year                | \$          | 243,083 | \$          | 232,732 |
| College contributions for the year               | \$          | 239,553 | \$          | 230,344 |

**15. RISK MANAGEMENT**

The College is exposed to financial risks from its financial assets and liabilities. These risks include credit risk, liquidity risk and market risk (consisting of interest rate risk and foreign exchange risk).

**i. Credit Risk**

Credit risk is the risk to the College from potential non-payment of accounts receivable. The credit risk related to the College's receivables from the provincial government, federal government and their agencies are considered to be minimal. For other receivables, the College has adopted credit policies which include monitoring the aged accounts receivable report monthly. The College does not have a significant exposure to any individual customer. Management reviews accounts receivable on a case by case basis to determine if a valuation allowance is necessary to reflect an impairment in collectability.

The aging of accounts receivable at June 30, 2018 and June 30, 2017 was:

|                        | June 30, 2018       |                                | June 30, 2017       |                                |
|------------------------|---------------------|--------------------------------|---------------------|--------------------------------|
|                        | Accounts Receivable | Allowance of Doubtful Accounts | Accounts Receivable | Allowance of Doubtful Accounts |
| Current                | \$ 79,514           | \$ -                           | \$ 63,940           | \$ -                           |
| 30-60 days             | 42,921              | -                              | 41,088              | -                              |
| 60-90 days             | 26,791              | -                              | 39,687              | -                              |
| Over 90 days           | 23,128              | 5,503                          | 18,009              | 8,065                          |
| Government receivables | 57,765              | -                              | 32,144              | -                              |
| Total                  | \$ 230,119          | \$ 5,503                       | \$ 194,868          | \$ 8,065                       |
| Net                    |                     | \$ 224,616                     |                     | \$ 186,803                     |

**ii. Liquidity Risk**

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they come due. The College manages liquidity risk by maintaining adequate cash balances, preparing annual budgets and adjusting forecasts on a tri-annual basis. The following table sets out the contractual maturities of the College's financial liabilities:

|  | June 30, 2018   |                    |              |           |
|--|-----------------|--------------------|--------------|-----------|
|  | Within 6 months | 6 months to 1 year | 1 to 5 years | > 5 years |
| Accrued salaries and benefits            | \$ 153,910      | \$ 115,253         | \$ -         | \$ -      |
| Accounts payable and accrued liabilities | 194,663         | -                  | -            | -         |
| Total                                    | \$ 348,573      | \$ 115,253         | \$ -         | \$ -      |

**iii. Market Risk**

The College is exposed to market risks with respect to interest rates and foreign currency exchange rates, as follows:

**Interest Rate Risk:**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College's interest rate exposure relates to cash and cash equivalents. The College has an authorized bank line of credit of \$45,000 with interest payable monthly at a rate of prime. Changes in the bank's prime rate can cause fluctuation in interest payments and cash flows. There was no balance outstanding on this credit facility as of June 30, 2018 (June 30, 2017 - \$0).

The College minimizes these risks by:

- holding cash in an account at a Canadian bank, denominated in Canadian currency
- holding cash in an account at a Canadian bank, which offers competitive interest rates
- managing cash flows to minimize utilization of its bank line of credit

**16. BUDGET FIGURES**

Budget figures included in the consolidated financial statements have been derived from the budget approved by the Board on May 3, 2017 and the Minister of Advanced Education on July 4, 2017.

**17. ACCUMULATED SURPLUS**

Accumulated surplus represents the financial assets and non-financial assets of the College less liabilities. This represents the accumulated balance of net surplus arising from the operations of the College and accumulated net remeasurement gains and losses.

The College did not have any remeasurement gains or losses.

Certain amounts of the accumulated operating surplus, as approved by the Board, have been designated for specific future purposes. These internally restricted amounts are included in the accumulated surplus presented in the consolidated statement of financial position.

The College does not maintain separate bank accounts for the internally restricted amounts.

Details of accumulated surplus are as follows on next page:

Southeast College  
**Notes to the Consolidated Financial Statements**  
*for the year ended June 30, 2018*

|   | June 30, 2017        | Additions<br>during<br>the year | Reductions<br>during<br>the year | June 30, 2018        |
|---|----------------------|---------------------------------|----------------------------------|----------------------|
| <b>Invested in Tangible Capital Assets:</b>     |                      |                                 |                                  |                      |
| Net Book Value of Tangible Capital Assets       | \$ 26,504,848        | \$ 234,766                      | \$ 942,128                       | \$ 25,797,486        |
|   | <b>\$ 26,504,848</b> | <b>\$ 234,766</b>               | <b>\$ 942,128</b>                | <b>\$ 25,797,486</b> |
| <b>Internally Restricted Operating Surplus:</b> |                      |                                 |                                  |                      |
| <b>Capital projects:</b>                        |                      |                                 |                                  |                      |
| Indian Head Capital Fund                        | 18,366               | -                               | 2,687                            | 15,679               |
| Weyburn Campus Capital Fund                     | 95,595               | -                               | 95,595                           | -                    |
| Preventive Maintenance and Renewal Fund         | 74,647               | 70,500                          | 85,011                           | 60,136               |
|   | <b>188,608</b>       | <b>70,500</b>                   | <b>183,293</b>                   | <b>75,815</b>        |
| <b>Other:</b>                                   |                      |                                 |                                  |                      |
| Building Code Training for Canadians Fund       | 34,424               | -                               | -                                | 34,424               |
| Research and Development Fund                   | 48,281               | 39,184                          | 7,593                            | 79,872               |
| Programming Fund                                |                      |                                 |                                  |                      |
| - Skills Training Allocation                    | 193,376              | 1,245,000                       | 1,252,563                        | 185,813              |
| - Adult Basic Education                         | 41,894               | 1,140,000                       | 1,119,005                        | 62,889               |
| - Adult English as a Second Language            | 55,403               | 115,600                         | 56,891                           | 114,112              |
| - Essential Skills for the Workplace            | -                    | 51,000                          |                                  | 51,000               |
| - EAPD - WFD PD                                 | 64,063               | -                               | -                                | 64,063               |
| - CanSask Assessment Project #8616              | 3,703                | -                               | -                                | 3,703                |
| - Regional Needs Assessment                     | 18,382               | -                               | -                                | 18,382               |
| Asset Renewal and Revitalization Fund           | 450,608              | 126,156                         | 54,412                           | 522,352              |
| Housing Fund                                    | 39,184               | -                               | 39,184                           | -                    |
| Scholarship Fund                                | 138,505              | 100,565                         | 118,961                          | 120,109              |
|   | <b>1,087,823</b>     | <b>2,817,505</b>                | <b>2,648,609</b>                 | <b>1,256,719</b>     |
| <b>Unrestricted Operating Surplus</b>           | <b>308,883</b>       | <b>-</b>                        | <b>461</b>                       | <b>308,422</b>       |
| <b>Total Accumulated Surplus</b>                | <b>\$ 28,090,162</b> | <b>\$ 3,122,771</b>             | <b>\$ 3,774,491</b>              | <b>\$ 27,438,442</b> |

**Notes to the Consolidated Financial Statements***for the year ended June 30, 2018*

The purpose and nature of each Internally Restricted Surplus amount is as follows:

- a) Indian Head Capital Fund - Fund is to provide financing for Capital Renovations to the Indian Head Facility.
- b) Weyburn Campus Capital Fund - Fund is to provide financing for the Permanent Space and Interim Costs.
- c) Preventive Maintenance and Renewal Fund - This fund is to provide financing for an air handling coil replacement, roof fall protection planning, upgrade the berm flood protection and a maintenance storage building for the Estevan Campus.
- d) Building Code Training for Canadians Fund - Funds' purpose is to redevelop the BCTC Curriculum.
- e) Research and Development Fund - Funds purpose is to finance research & development projects. Tentative R&D includes: student satisfaction survey, public awareness survey, performance analysis, curriculum and program development, regional needs assessment.
- f) Programming Fund - To provide financing for the following: skills training, adult basic education, literacy, essential skills for the workplace, CanSask project #8616 and regional needs assessment.
- g) Asset Renewal and Revitalization Fund - This fund is designed around the stewardship and coordination of three components of any capital assets of the College including but not limited to facilities, vehicles, information technology, and equipment/furniture.
- h) Housing Fund - Fund is to provide financing for legal and consulting costs for the Housing project.
- i) Scholarship Fund - This fund is to provide scholarships to students.

**18. CONTRACTUAL RIGHTS**

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future when the terms of those contracts or agreements are met. Estimated amounts that will be received or receivable for each of the next five years and thereafter are as follows:

|              |           | <b>Program<br/>Delivery</b> |
|--------------|-----------|-----------------------------|
| 2019         | \$        | 305,563                     |
| 2020         |           | 200,000                     |
| 2021         |           | -                           |
| 2022         |           | -                           |
| 2023         |           | -                           |
| <b>Total</b> | <b>\$</b> | <b>505,563</b>              |



**Notes to the Consolidated Financial Statements**

for the year ended June 30, 2018

**19. CONTRACTUAL OBLIGATIONS AND COMMITMENTS**

|                                       | <b>Operating Leases</b> |                      |                   |                        |                  |
|---------------------------------------|-------------------------|----------------------|-------------------|------------------------|------------------|
|                                       | <b>Office Rental</b>    | <b>Copier Leases</b> | <b>Other</b>      | <b>Total Operating</b> |                  |
| <b>Future minimum lease payments:</b> |                         |                      |                   |                        |                  |
| 2019                                  | \$ 252,854              | \$ 26,545            | \$ 160,524        | \$                     | <b>439,923</b>   |
| 2020                                  | 252,993                 | 6,972                | \$ 156,450        |                        | <b>416,415</b>   |
| 2021                                  | 115,572                 | 447                  | \$ 156,450        |                        | <b>272,469</b>   |
| 2022                                  | 113,992                 | -                    | \$ 43,539         |                        | <b>157,531</b>   |
| 2023                                  | 113,992                 | 3,563                | \$ 39,976         |                        | <b>157,531</b>   |
| Thereafter                            | 113,992                 | -                    | \$ 39,976         |                        | <b>153,968</b>   |
| <b>Total Lease Obligations</b>        | <b>\$ 963,395</b>       | <b>\$ 37,527</b>     | <b>\$ 596,915</b> | <b>\$</b>              | <b>1,597,837</b> |

# Consolidated Schedule of Revenues and Expenses by Function

for the year ended June 30, 2018

|                                |    | 2018 Actual |             |                 |            |                 |            |                 |         |         |         |        |       |         |           |
|--------------------------------|----|-------------|-------------|-----------------|------------|-----------------|------------|-----------------|---------|---------|---------|--------|-------|---------|-----------|
|                                |    | General     |             | Skills Training |            | Basic Education |            | Services        |         |         |         |        |       |         |           |
|                                |    |             |             | Credit          | Non credit | Credit          | Non credit | Learner Support | Counsel |         |         |        |       |         |           |
| Revenues (Schedule 2)          |    |             |             |                 |            |                 |            |                 |         |         |         |        |       |         |           |
| Provincial government          | \$ | 3,428,650   | \$          | 1,245,000       | \$         | -               | \$         | 1,264,293       | \$      | 166,600 | \$      | 10,725 | \$    | -       |           |
| Federal government             |    | -           |             | -               |            | -               |            | -               |         | 349,032 |         | -      |       | -       |           |
| Other                          |    | 74,775      |             | 2,122,465       |            | 149,790         |            | -               |         | 2,480   |         | -      |       | 140     |           |
| Total Revenues                 |    | 3,503,425   |             | 3,367,465       |            | 149,790         |            | 1,264,293       |         | 518,112 |         | 10,725 |       | 140     |           |
| Expenses (Schedule 3)          |    |             |             |                 |            |                 |            |                 |         |         |         |        |       |         |           |
| Agency contracts               |    | (96,447)    |             | 801,227         |            | 54,445          |            | 4,071           |         | -       |         | -      |       | -       |           |
| Amortization                   |    | 942,128     |             | -               |            | -               |            | -               |         | -       |         | -      |       | -       |           |
| Equipment                      |    | 17,529      |             | 51,313          |            | 2,246           |            | 10,387          |         | -       |         | -      |       | -       |           |
| Facilities                     |    | 434,796     |             | 76,469          |            | -               |            | 37,230          |         | 23,968  |         | -      |       | -       |           |
| Information technology         |    | 62,591      |             | -               |            | -               |            | 45,735          |         | 7,272   |         | -      |       | -       |           |
| Operating                      |    | 568,745     |             | 565,093         |            | 23,513          |            | 153,697         |         | 46,690  |         | 4,826  |       | 23,567  |           |
| Personal services              |    | 2,741,404   |             | 1,377,335       |            | 4,172           |            | 867,886         |         | 329,769 |         | 2,668  |       | 148,045 |           |
| Total Expenses                 |    | 4,670,746   |             | 2,871,437       |            | 84,376          |            | 1,119,006       |         | 407,699 |         | 7,494  |       | 171,612 |           |
| Surplus (Deficit) for the year |    | \$          | (1,167,321) | \$              | 496,028    | \$              | 65,414     | \$              | 145,287 | \$      | 110,413 | \$     | 3,231 | \$      | (171,472) |

# Consolidated Schedule of Revenues and Expenses by Function

for the year ended June 30, 2018

|             |              | 2018         | 2018           | 2017           |
|-------------|--------------|--------------|----------------|----------------|
| University  | Scholarships |              |                |                |
| Credit      |              | Actual       | Budget         | Actual         |
| \$ -        | \$ 49,900    | \$ 6,165,168 | \$ 6,112,900   | \$ 6,201,950   |
| -           | -            | 349,032      | 274,700        | 153,139        |
| -           | 116,904      | 2,466,554    | 2,650,936      | 2,640,766      |
| -           | 166,804      | 8,980,754    | 9,038,536      | 8,995,855      |
| 26,008      | -            | 789,304      | 900,044        | 837,924        |
| -           | -            | 942,128      | 1,009,752      | 927,900        |
| -           | 2,293        | 83,768       | 140,135        | 206,396        |
| -           | -            | 572,463      | 551,245        | 574,033        |
| -           | -            | 115,598      | 127,708        | 167,516        |
| 863         | 191,595      | 1,578,589    | 1,584,776      | 1,975,669      |
| -           | 79,345       | 5,550,624    | 5,844,730      | 5,665,063      |
| 26,871      | 273,233      | 9,632,474    | 10,158,389     | 10,354,501     |
| \$ (26,871) | \$ (106,429) | \$ (651,720) | \$ (1,119,853) | \$ (1,358,646) |

Southeast College  
**Consolidated Schedule of Revenues by Function**  
for the year ended June 30, 2018

Schedule 2

|  | General             | 2018 Revenues Actual |                   |                     |                   |                  |               |
|--|---------------------|----------------------|-------------------|---------------------|-------------------|------------------|---------------|
|  |                     | Skills Training      |                   | Basic Education     |                   | Services         |               |
|  |                     | Credit               | Non-credit        | Credit              | Non-credit        | Learner Support  | Counsel       |
| <b>Provincial Government</b>                         |                     |                      |                   |                     |                   |                  |               |
| Advanced Education/<br>Immigration & Career Training |                     |                      |                   |                     |                   |                  |               |
| Operating grants                                     | \$ 3,356,400        | \$ -                 | \$ -              | \$ -                | \$ -              | \$ -             | \$ -          |
| Program grants                                       | -                   | 1,245,000            | -                 | 1,140,000           | 166,600           | -                | -             |
| Capital grants                                       | 70,500              | -                    | -                 | -                   | -                 | -                | -             |
|  | 3,426,900           | 1,245,000            | -                 | 1,140,000           | 166,600           | -                | -             |
| Contracts  | -                   | -                    | -                 | -                   | -                 | 10,725           | -             |
| Other  | -                   | -                    | -                 | -                   | -                 | -                | -             |
|  | 3,426,900           | 1,245,000            | -                 | 1,140,000           | 166,600           | 10,725           | -             |
| Other provincial                                     | 1,750               | -                    | -                 | 124,293             | -                 | -                | -             |
| <b>Total Provincial</b>                              | <b>3,428,650</b>    | <b>1,245,000</b>     | <b>-</b>          | <b>1,264,293</b>    | <b>166,600</b>    | <b>10,725</b>    | <b>-</b>      |
| <b>Federal Government</b>                            |                     |                      |                   |                     |                   |                  |               |
| Operating grants                                     | -                   | -                    | -                 | -                   | -                 | -                | -             |
| Program grants                                       | -                   | -                    | -                 | -                   | 349,032           | -                | -             |
| Capital grants                                       | -                   | -                    | -                 | -                   | -                 | -                | -             |
|  | -                   | -                    | -                 | -                   | 349,032           | -                | -             |
| Other Federal  | -                   | -                    | -                 | -                   | -                 | -                | -             |
| <b>Total Federal</b>                                 | <b>-</b>            | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>349,032</b>    | <b>-</b>         | <b>-</b>      |
| <b>Other Revenue</b>                                 |                     |                      |                   |                     |                   |                  |               |
| Admin recovery                                       | -                   | -                    | -                 | -                   | -                 | -                | -             |
| Contracts  | -                   | 173,831              | 47,362            | -                   | -                 | -                | -             |
| Interest   | 24,484              | -                    | -                 | -                   | -                 | -                | -             |
| Rents  | 9,113               | -                    | -                 | -                   | -                 | -                | -             |
| Resale items   | 5,371               | 319,746              | 16,168            | -                   | 606               | -                | -             |
| Tuitions   | -                   | 1,628,888            | 86,260            | -                   | 1,874             | -                | 140           |
| Donations  | -                   | -                    | -                 | -                   | -                 | -                | -             |
| Other  | 35,807              | -                    | -                 | -                   | -                 | -                | -             |
| <b>Total Other</b>                                   | <b>74,775</b>       | <b>2,122,465</b>     | <b>149,790</b>    | <b>-</b>            | <b>2,480</b>      | <b>-</b>         | <b>140</b>    |
| <b>Total Revenues</b>                                | <b>\$ 3,503,425</b> | <b>\$ 3,367,465</b>  | <b>\$ 149,790</b> | <b>\$ 1,264,293</b> | <b>\$ 518,112</b> | <b>\$ 10,725</b> | <b>\$ 140</b> |

# Consolidated Schedule of Revenues by Function

for the year ended June 30, 2018

| University<br>Credit | Scholarships | 2018                     | 2018                     | 2017                     |
|----------------------|--------------|--------------------------|--------------------------|--------------------------|
|                      |              | Total Revenues<br>Actual | Total Revenues<br>Budget | Total Revenues<br>Actual |
| \$ -                 | \$ -         | \$ 3,356,400             | \$ 3,356,400             | \$ 3,455,700             |
| -                    | 49,900       | 2,601,500                | 2,506,600                | 2,661,467                |
| -                    | -            | 70,500                   | 70,500                   | -                        |
| -                    | 49,900       | 6,028,400                | 5,933,500                | 6,117,167                |
| -                    | -            | 10,725                   | 6,000                    | 2,500                    |
| -                    | -            | -                        | -                        | -                        |
| -                    | 49,900       | 6,039,125                | 5,939,500                | 6,119,667                |
| -                    | -            | 126,043                  | 173,400                  | 82,283                   |
| -                    | 49,900       | 6,165,168                | 6,112,900                | 6,201,950                |
| -                    | -            | -                        | -                        | -                        |
| -                    | -            | 349,032                  | 274,700                  | 153,139                  |
| -                    | -            | -                        | -                        | -                        |
| -                    | -            | 349,032                  | 274,700                  | 153,139                  |
| -                    | -            | -                        | -                        | -                        |
| -                    | -            | 349,032                  | 274,700                  | 153,139                  |
| -                    | -            | -                        | -                        | -                        |
| -                    | -            | 221,193                  | 131,839                  | 287,993                  |
| -                    | 92           | 24,576                   | 11,800                   | 16,656                   |
| -                    | -            | 9,113                    | 17,660                   | 14,049                   |
| -                    | -            | 341,891                  | 360,917                  | 369,085                  |
| -                    | -            | 1,717,162                | 2,008,121                | 1,791,957                |
| -                    | 70,508       | 70,508                   | 96,525                   | 64,392                   |
| -                    | 46,304       | 82,111                   | 24,074                   | 96,634                   |
| -                    | 116,904      | 2,466,554                | 2,650,936                | 2,640,766                |
| \$ -                 | \$ 166,804   | \$ 8,980,754             | \$ 9,038,536             | \$ 8,995,855             |



Southeast College  
**Consolidated Schedule of Expenses by Function**  
for the year ended June 30, 2018

Schedule 3

|                                 | 2018 Expenses Actual    |                 |            |                 |            |                 |            |  |
|---------------------------------|-------------------------|-----------------|------------|-----------------|------------|-----------------|------------|--|
|                                 | General<br>(Schedule 4) | Skills Training |            | Basic Education |            | Services        |            |  |
|                                 |                         | Credit          | Non-credit | Credit          | Non-credit | Learner Support | Counsel    |  |
| Agency Contracts                |                         |                 |            |                 |            |                 |            |  |
| Contracts                       | \$ (96,447)             | \$ 512,217      | \$ 5,302   | \$ 4,071        | \$ -       | \$ -            | \$ -       |  |
| Instructors                     | -                       | 289,010         | 49,143     | -               | -          | -               | -          |  |
|                                 | (96,447)                | 801,227         | 54,445     | 4,071           | -          | -               | -          |  |
|                                 |                         |                 |            |                 |            |                 |            |  |
| Amortization                    | 942,128                 | -               | -          | -               | -          | -               | -          |  |
| Equipment                       |                         |                 |            |                 |            |                 |            |  |
| Equipment (non-capital)         | 212                     | 27,157          | -          | -               | -          | -               | -          |  |
| Rental                          | 13,199                  | 24,156          | 2,246      | 10,387          | -          | -               | -          |  |
| Repairs and maintenance         | 4,118                   | -               | -          | -               | -          | -               | -          |  |
|                                 | 17,529                  | 51,313          | 2,246      | 10,387          | -          | -               | -          |  |
| Facilities                      |                         |                 |            |                 |            |                 |            |  |
| Building supplies               | -                       | -               | -          | -               | -          | -               | -          |  |
| Grounds                         | -                       | -               | -          | -               | -          | -               | -          |  |
| Janitorial                      | 12,132                  | -               | -          | -               | -          | -               | -          |  |
| Rental                          | 135,542                 | 76,469          | -          | 37,230          | 23,968     | -               | -          |  |
| Repairs & maintenance buildings | 165,844                 | -               | -          | -               | -          | -               | -          |  |
| Utilities                       | 121,278                 | -               | -          | -               | -          | -               | -          |  |
|                                 | 434,796                 | 76,469          | -          | 37,230          | 23,968     | -               | -          |  |
| Information Technology          |                         |                 |            |                 |            |                 |            |  |
| Computer services               | 22,067                  | -               | -          | 45,735          | 7,272      | -               | -          |  |
| Data communications             | -                       | -               | -          | -               | -          | -               | -          |  |
| Equipment (non-capital)         | 1,277                   | -               | -          | -               | -          | -               | -          |  |
| Materials & supplies            | -                       | -               | -          | -               | -          | -               | -          |  |
| Rental                          | -                       | -               | -          | -               | -          | -               | -          |  |
| Repairs & maintenance buildings | 851                     | -               | -          | -               | -          | -               | -          |  |
| Software (non-capital)          | 38,396                  | -               | -          | -               | -          | -               | -          |  |
|                                 | 62,591                  | -               | -          | 45,735          | 7,272      | -               | -          |  |
| Operating                       |                         |                 |            |                 |            |                 |            |  |
| Advertising                     | 157,414                 | 46,763          | -          | 3,526           | 2,000      | -               | -          |  |
| Association fees & dues         | 14,881                  | 370             | -          | -               | 660        | -               | -          |  |
| Bad debts                       | (30)                    | 8,295           | (860)      | -               | -          | -               | -          |  |
| Financial services              | 22,629                  | -               | -          | -               | -          | -               | -          |  |
| In-service (includes PD)        | 30,463                  | -               | -          | -               | 3,357      | -               | -          |  |
| Insurance                       | 75,792                  | -               | -          | -               | -          | -               | -          |  |
| Materials & supplies            | 15,483                  | 108,104         | 1,367      | 114,876         | 24,357     | 4,826           | 591        |  |
| Postage, freight & courier      | 27,711                  | 9,043           | 985        | 2,165           | 240        | -               | 207        |  |
| Printing & copying              | 32,312                  | 3,363           | -          | 7,045           | 1,010      | -               | 193        |  |
| Professional services           | 67,224                  | -               | -          | -               | -          | -               | -          |  |
| Resale items                    | 5,233                   | 323,915         | 15,828     | -               | 467        | -               | -          |  |
| Subscriptions                   | 6,989                   | -               | -          | -               | -          | -               | -          |  |
| Telephone & fax                 | 43,640                  | 6,472           | -          | 10,047          | 1,639      | -               | 3,389      |  |
| Travel                          | 50,913                  | 57,776          | 5,953      | 16,038          | 11,900     | -               | 19,187     |  |
| Other                           | 18,091                  | 992             | 240        | -               | 1,060      | -               | -          |  |
|                                 | 568,745                 | 565,093         | 23,513     | 153,697         | 46,690     | 4,826           | 23,567     |  |
| Personal Services               |                         |                 |            |                 |            |                 |            |  |
| Employee benefits               | 384,223                 | 157,623         | 338        | 79,418          | 32,211     | 110             | 24,143     |  |
| Honoraria                       | 17,875                  | -               | -          | -               | -          | -               | -          |  |
| Salaries                        | 2,338,197               | 1,158,564       | 3,834      | 738,098         | 262,459    | 2,558           | 174,272    |  |
| Other                           | 1,109                   | 61,148          | -          | 50,370          | 35,099     | -               | (50,370)   |  |
|                                 | 2,741,404               | 1,377,335       | 4,172      | 867,886         | 329,769    | 2,668           | 148,045    |  |
| Total Expenses                  | \$ 4,670,746            | \$ 2,871,437    | \$ 84,376  | \$ 1,119,006    | \$ 407,699 | \$ 7,494        | \$ 171,612 |  |

Southeast College  
**Consolidated Schedule of Expenses by Function**  
*for the year ended June 30, 2018*

Schedule 3

| 2018                 |              |                       | 2018                  | 2017                  |
|----------------------|--------------|-----------------------|-----------------------|-----------------------|
| University<br>Credit | Scholarships | Total Expenses Actual | Total Expenses Budget | Total Expenses Actual |
| \$ 26,008            | \$ -         | \$ 451,151            | \$ 576,988            | \$ 507,845            |
| -                    | -            | 338,153               | 323,056               | 330,079               |
| 26,008               | -            | 789,304               | 900,044               | 837,924               |
| -                    | -            | 942,128               | 1,009,752             | 927,900               |
| -                    | -            | 27,369                | 10,300                | 98,900                |
| -                    | 2,293        | 52,281                | 126,045               | 102,756               |
| -                    | -            | 4,118                 | 3,790                 | 4,740                 |
| -                    | 2,293        | 83,768                | 140,135               | 206,396               |
| -                    | -            | -                     | -                     | -                     |
| -                    | -            | -                     | -                     | -                     |
| -                    | -            | 12,132                | 9,450                 | 6,475                 |
| -                    | -            | 273,209               | 276,639               | 262,222               |
| -                    | -            | 165,844               | 158,040               | 193,365               |
| -                    | -            | 121,278               | 107,116               | 111,971               |
| -                    | -            | 572,463               | 551,245               | 574,033               |
| -                    | -            | 75,074                | 72,217                | 124,559               |
| -                    | -            | -                     | -                     | 358                   |
| -                    | -            | 1,277                 | 5,850                 | 11,265                |
| -                    | -            | -                     | 302                   | 383                   |
| -                    | -            | -                     | -                     | -                     |
| -                    | -            | 851                   | 1,380                 | 1,780                 |
| -                    | -            | 38,396                | 47,959                | 29,171                |
| -                    | -            | 115,598               | 127,708               | 167,516               |
| -                    | 2,199        | 211,902               | 230,559               | 240,948               |
| -                    | -            | 15,911                | 16,477                | 14,574                |
| -                    | (237)        | 7,168                 | 9,678                 | (1,039)               |
| -                    | 658          | 23,287                | 21,560                | 23,520                |
| -                    | -            | 33,820                | 54,815                | 31,606                |
| -                    | -            | 75,792                | 80,063                | 76,385                |
| -                    | 331          | 269,935               | 212,889               | 155,124               |
| -                    | 5            | 40,356                | 47,700                | 47,232                |
| 202                  | 2,513        | 46,638                | 55,411                | 55,828                |
| -                    | -            | 67,224                | 46,965                | 61,659                |
| -                    | -            | 345,443               | 340,723               | 335,916               |
| -                    | -            | 6,989                 | 3,085                 | 5,455                 |
| 661                  | 962          | 66,810                | 67,487                | 67,025                |
| -                    | 731          | 162,498               | 179,263               | 167,143               |
| -                    | 184,433      | 204,816               | 218,100               | 694,293               |
| 863                  | 191,595      | 1,578,589             | 1,584,775             | 1,975,669             |
| -                    | 11,660       | 689,726               | 761,381               | 689,798               |
| -                    | -            | 17,875                | 16,510                | 12,515                |
| -                    | 67,685       | 4,745,667             | 4,980,192             | 4,818,346             |
| -                    | -            | 97,356                | 86,647                | 144,404               |
| -                    | 79,345       | 5,550,624             | 5,844,730             | 5,665,063             |
| \$ 26,871            | \$ 273,233   | \$ 9,632,474          | \$ 10,158,389         | \$ 10,354,501         |

Southeast College  
**Consolidated Schedule of General Expenses by Functional Area**  
for the year ended June 30, 2018

**Schedule 4**

|                                 | 2018 General Actual |                              |                          |                        | 2018                 | 2018                 | 2017                 |
|---------------------------------|---------------------|------------------------------|--------------------------|------------------------|----------------------|----------------------|----------------------|
|                                 | Governance          | Operating and Administration | Facilities and Equipment | Information Technology | Total General Actual | Total General Budget | Total General Actual |
| <b>Agency Contracts</b>         |                     |                              |                          |                        |                      |                      |                      |
| Contracts                       | \$ -                | \$ (96,447)                  | \$ -                     | \$ -                   | \$ (96,447)          | \$ (77,218)          | \$ (145,377)         |
| Instructors                     | -                   | -                            | -                        | -                      | -                    | -                    | -                    |
|                                 | -                   | (96,447)                     | -                        | -                      | (96,447)             | (77,218)             | (145,377)            |
| <b>Amortization</b>             | -                   | 942,128                      | -                        | -                      | 942,128              | 1,009,752            | 927,900              |
| <b>Equipment</b>                |                     |                              |                          |                        |                      |                      |                      |
| Equipment (non-capital)         | -                   | -                            | 212                      | -                      | 212                  | 200                  | 329                  |
| Rental                          | -                   | 6,613                        | 3,721                    | 2,865                  | 13,199               | 7,552                | 320                  |
| Repairs and maintenance         | -                   | 22,892                       | (18,774)                 | -                      | 4,118                | 3,790                | 4,740                |
|                                 | -                   | 29,505                       | (14,841)                 | 2,865                  | 17,529               | 11,542               | 5,389                |
| <b>Facilities</b>               |                     |                              |                          |                        |                      |                      |                      |
| Building supplies               | -                   | -                            | -                        | -                      | -                    | -                    | -                    |
| Grounds                         | -                   | -                            | -                        | -                      | -                    | -                    | -                    |
| Janitorial                      | -                   | -                            | 12,132                   | -                      | 12,132               | 9,450                | 6,475                |
| Rental                          | -                   | -                            | 135,542                  | -                      | 135,542              | 136,284              | 63,566               |
| Repairs & maintenance buildings | -                   | -                            | 164,265                  | 1,579                  | 165,844              | 158,040              | 193,365              |
| Utilities                       | -                   | -                            | 121,278                  | -                      | 121,278              | 107,116              | 111,971              |
|                                 | -                   | -                            | 433,217                  | 1,579                  | 434,796              | 410,890              | 375,377              |
| <b>Information Technology</b>   |                     |                              |                          |                        |                      |                      |                      |
| Computer services               | -                   | -                            | -                        | 22,067                 | 22,067               | 13,830               | 65,636               |
| Data communications             | -                   | -                            | -                        | -                      | -                    | -                    | -                    |
| Equipment (non-capital)         | -                   | -                            | -                        | 1,277                  | 1,277                | 5,850                | 11,265               |
| Materials & supplies            | -                   | -                            | -                        | -                      | -                    | 302                  | 383                  |
| Rental                          | -                   | -                            | -                        | -                      | -                    | -                    | -                    |
| Repairs & maintenance buildings | -                   | -                            | -                        | 851                    | 851                  | 1,380                | 1,780                |
| Software (non-capital)          | -                   | -                            | -                        | 38,396                 | 38,396               | 47,959               | 29,171               |
|                                 | -                   | -                            | -                        | 62,591                 | 62,591               | 69,321               | 108,235              |
| <b>Operating</b>                |                     |                              |                          |                        |                      |                      |                      |
| Advertising                     | -                   | 157,414                      | -                        | -                      | 157,414              | 168,685              | 177,747              |
| Association fees & dues         | -                   | 14,881                       | -                        | -                      | 14,881               | 15,062               | 13,549               |
| Bad debts                       | -                   | (30)                         | -                        | -                      | (30)                 | -                    | (1,259)              |
| Financial services              | -                   | 22,519                       | 98                       | 12                     | 22,629               | 21,560               | 23,221               |
| In-service (includes PD)        | 964                 | 29,499                       | -                        | -                      | 30,463               | 36,283               | 23,541               |
| Insurance                       | -                   | 71,343                       | 4,449                    | -                      | 75,792               | 80,063               | 76,385               |
| Materials & supplies            | -                   | 15,408                       | 75                       | -                      | 15,483               | 22,726               | 17,424               |
| Postage, freight & courier      | -                   | 27,260                       | 110                      | 341                    | 27,711               | 32,617               | 31,186               |
| Printing & copying              | -                   | 32,312                       | -                        | -                      | 32,312               | 37,081               | 44,161               |
| Professional services           | -                   | 67,224                       | -                        | -                      | 67,224               | 46,965               | 61,659               |
| Resale items                    | -                   | 5,233                        | -                        | -                      | 5,233                | 800                  | 1,490                |
| Subscriptions                   | -                   | 5,373                        | 1,616                    | -                      | 6,989                | 3,085                | 5,455                |
| Telephone & fax                 | 740                 | 36,381                       | 2,700                    | 3,819                  | 43,640               | 43,283               | 43,777               |
| Travel                          | 13,673              | 34,567                       | 1,789                    | 884                    | 50,913               | 53,113               | 49,965               |
| Other                           | 11,387              | 6,704                        | -                        | -                      | 18,091               | 20,848               | 487,639              |
|                                 | 26,764              | 526,088                      | 10,837                   | 5,056                  | 568,745              | 582,171              | 1,055,940            |
| <b>Personal Services</b>        |                     |                              |                          |                        |                      |                      |                      |
| Employee benefits               | 447                 | 311,935                      | 48,511                   | 23,330                 | 384,223              | 405,135              | 408,130              |
| Honoraria                       | 17,875              | -                            | -                        | -                      | 17,875               | 16,510               | 12,515               |
| Salaries                        | -                   | 1,932,766                    | 268,668                  | 136,763                | 2,338,197            | 2,387,044            | 2,345,499            |
| Other                           | -                   | 1,109                        | -                        | -                      | 1,109                | 9,429                | 1,533                |
|                                 | 18,322              | 2,245,810                    | 317,179                  | 160,093                | 2,741,404            | 2,818,118            | 2,767,677            |
| <b>Total General Expenses</b>   | \$ 45,086           | \$ 3,647,084                 | \$ 746,392               | \$ 232,184             | \$ 4,670,746         | \$ 4,824,576         | \$ 5,095,141         |

# GLOSSARY OF TERMS

**Casual Student:** one who is taking courses within a program group that collectively total less than 30 hours of scheduled class time.

**Completers:** students who remained to the end of the program.

**Full Load Equivalents (FLE):** defined as the total participant hours divided by the accepted full-load equivalent factor for a program group. Full Load Equivalents are calculated as follows:

- **BE Credit:** 1 FLE = 700 participant hours
- **BE Non-Credit:** 1 FLE = 700 participant hours
- **Institute Credit:** 1 FLE = 675 participant hours
- **Industry Credit:** 1 FLE = 675 participant hours
- **Non-Credit:** 1 FLE = 675 participant hours
- **University:** 1 FLE = 390 participant hours

**Graduates:** students who completed all course requirements resulting in certification of training by a recognized body.

**Full-time student:** one who is taking courses that collectively require a minimum of 18 hours of scheduled class time per week for a minimum period of 12 weeks. There are two exceptions to this definition:

(a) for Apprenticeship and Trade: a complete level (depending on the trade) is required; and  
(b) for university courses: a minimum of 216 hours of scheduled class time for the academic year.

**Participant Hours:** the total time (in hours) all students are actively involved in a program (courses) of study.

**Part-time Students:** defined as (a) one who is taking courses of less than 12 weeks duration, even if they collectively require more than 18 hours of scheduled class time per week; or (b) one who is taking courses that are at least 12 weeks in duration but collectively require less than 18 hours of scheduled class time per week. **Program Delivery Centre:** an established entity (campus, learning centre, office) that coordinates the delivery of programs and courses of a defined geographic area within the College region.

## PROGRAM GROUPS:

**Institute Credit** – education and training which leads to a credential, i.e. certificate, diploma, degree; from a recognized credit-granting institution.

**Industry Credit** – education and training which leads to a credential that is recognized by an industry association or sector, regulatory body or licensing agency.

**Non-Credit** – education and training that does not result in credentials or certification but meets the specific needs identified for an industry(s), group(s), firms(s) or sector(s) or leads to or enhances

a person(s)/group(s) employability or enhances community and/or social development or develops hobby, leisure and recreation skills.

**Basic Education Credit** – academic skills development that leads to certification at a grade 10 or 12 level or prepares individuals to write the GED exams.

**Basic Education Non-credit** – enhances an individual's reading, writing, and numeracy skills or develops personal and life skills necessary for employment activities or teaches English as an Additional Language.

**Student Enrolments:** total number of unique students enrolled in program session(s) or course(s) within a program group.

# CAMPUS LOCATIONS

## **Assiniboia Campus**

Prince of Wales Building  
201 Third Avenue West  
Box 1059, Assiniboia, SK  
S0H 0B0  
Tel: 306-642-4287  
Fax: 306-642-3397

## **Indian Head Learning Centre**

708 Otterloo Street  
Box 248, Indian Head, SK  
S0G 2K0  
Tel: 306-695-2245  
Fax: 306-695-2226

## **Weyburn Campus and Administration Office**

633 King Street  
Box 1565, Weyburn, SK  
S4H 2S5  
Tel: 306-848-2500  
Fax: 306-848-2517

## **Estevan Campus**

532 Bourquin Road  
Box 1750, Estevan, SK  
S4A 1C8  
Tel: 306-634-4795  
Fax: 306-637-5225

## **Moosomin Campus**

610 Park Avenue  
Box 1457, Moosomin, SK  
S0G 3N0  
Tel: 306-435-4631  
Fax: 306-435-4639

## **Whitewood Learning Centre**

708 5th Avenue  
Box 250, Whitewood, SK  
S0G 5C0  
Tel: 306-735-5263  
Fax: 306-735-2999

**TOLL FREE REGISTRATION: 1-866-999-7372**  
[www.southeastcollege.org](http://www.southeastcollege.org)



@SCSaskatchewan



Southeast College Saskatchewan



Southeast College Saskatchewan